COLLEGE REGULATIONS

1 DEFINITIONS AND ABBREVIATIONS

1.0 COMMONLY MISSED but FREQUENTLY RELEVANT REGULATIONS

This is a summary of some important but commonly overlooked Regulations. It is essential to read the full document for a comprehensive statement.

a) All guests in main College, at all times, must be brought in through the main entrance and introduced to the Porters as guests. Admission is at the discretion of the Porters.

b) No walking on roofs, or climbing on buildings, which includes the walkways inside the balustrades.

c) No smoking is allowed anywhere. Alcohol must be consumed only in the designated areas.

d) Main College is a licenced premises. It is forbidden to consume alcohol not purchased through the Beer Cellar or the Buttery, except in residential rooms.

e) Absolutely no illegal substances on College premises.

f) No cooking in residential rooms, and no flames of any sort.

g) Quiet hours are 11pm to 8am. At other times noise must not disturb others.

h) Permission is needed 24 hours in advance to take guests into the Library.

i) The rules relating to vacation residence should be read carefully.

1.1 'College' refers to all College buildings and land (including College-provided 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 and Associate Members of the Senior Common Room, as well as the Provost and the 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 College's Non-Academic Disciplinary Procedures. These include, but are not limited to: recording of formal disciplinary reprimands; fines, penalty charges; exclusion from College facilities or use of facilities; service on College premises; a requirement to move residential room or exclusion from being in a College owned residential room; restrictions on movements withing the College curtilage; rustication; suspension; expulsion. The College may also impose precautionary suspensions, or one of the other actions listed above, in cases of criminal behaviour.

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 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. This includes all forms of social media.

3.7 Slander or libel of any member of the College is forbidden.

3.8 Junior Members must not behave in a way that is distressing to other members of the College, or that interferes with the studies of other Junior Members or poses a threat to the Junior Member themself or to other members of the College.

3.9 Junior Members who are arrested by the police or are facing criminal prosecution or have been convicted of a criminal offence must immediately inform the Provost and the Dean.

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

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

3.12 Junior Members must not participate in post-examination "trashing" (including by covering someone in food or drink).

3.13 The College is a non-smoking environment. This includes the use of e-cigarettes and vapourisers. Smoking is not permitted anywhere in the College. This includes the confines of the Main College, other College-owned or administered residential sites or other buildings in use by members of the College or College gardens, grounds, associated lands, and enclosed spaces.

3.14 Junior Members must be familiar with, and comply with, the University Rules and Regulations as contained in the current University of Oxford's Essential Information for Students (https://www.ox.ac.uk/students/academic)

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

The Harassment code of practice
The Equal Opportunities policy
The Freedom of Speech policy
The Data Protection Policy
The Fire Safety policy
The Health and Safety policy
College IT Rules and Regulations
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 via the College website. https://www.queens.ox.ac.uk/our-policies-and-procedures In some cases the College has adopted University policy as its own and in those cases the link is to that policy. It is to be taken that where this is the case that it is a College requirement to observe and comply with the University policy.

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 weekly for notices.

4.4 Undergraduate Junior Members must attend meetings with their Tutors 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. A 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 (from 11 p.m. to 8 a.m.) and during the period of examinations.

6.2 The use of loudspeakers is discouraged in College buildings. Loudspeakers which disturb other members of the College are not allowed in College rooms.

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 must be prepared to identify themselves satisfactorily to the Duty Porter, including by producing their University card if asked to do so.

7.3 Junior Members are not permitted to access any non-residential room normally requiring a key to enter without permission to do so from an authorised member of the College or an authorised member of staff.

7.4 Junior Members must give post intended for those with pigeon holes in the lodge to the porters and not put such post in the pigeon holes themselves.

7.5 The College may not be used as a postal or service address for Limited Companies and the like. Any junior member who is a Director or Company Secretary of an incorporated body must use another address for these purposes. Such mail will be returned to the sender. The College cannot be liable for receiving mail or for the service of documents for incorporated bodies other than those which are wholly owned by the College itself.

7.6 Junior Members must not let tailgaters into College. They must ensure the late gate closes properly behind them and not prop the gates open.

7.7 Junior Members must not lend their room key or University ('Bod') cards to others or disclose digital lock combinations for the late gate(s) to non-College members.

7.8 Junior Members must ensure that doors are kept locked when their rooms are unoccupied.

7.9 It is prohibited to introduce into College premises any weapons or weapon-like objects that are likely to seem dangerous or threatening. This includes ornamental weapons and replicas. Any such items found in College will be confiscated by the Steward. If there is any doubt as to whether or not a given object is prohibited under this Regulation, the final determination will be made by the College.

8 GUESTS

8.1 Junior Members may bring guests to College, but guests to the main College site 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 onto the main College site at any time through any entrance other than the front door via the Lodge. 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, a single guest may stay overnight in a Junior Member's room for no more than three nights in a given week. Note in this connection that the JCR has a guest room that can be booked during Full Term.

8.4 If a Junior Member brings a guest into the College, the Junior Member must look after that guest throughout their visit to the College. The Junior Member is responsible and accountable for the conduct of their guest and for any damage that they may cause.

8.5 Junior Members may not allow other people to use their room or any College facilities when they are not resident and present.

8.6 In the case of the Beer Cellar, any Junior Member proposing to bring five or more guests must obtain advance permission from the Steward.

8.7 Junior Members may not swap mattresses or keep spare mattresses in their College rooms.

9 BEHAVIOUR IN THE COLLEGE QUADRANGLES, GARDENS AND CHAPEL

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. The consumption of food and drink are not permitted in the Front Quadrangle (the Drawda Garden may be used for this purpose instead), and sunbathing is not allowed. Any litter must be removed.

9.4 The Fellows' Garden is available to Junior Members for quiet study. Any other use must not prevent others from using the garden for this purpose. Group picnics and games are not allowed. Any conversation must be at a volume level consistent with the use for study. If asked Junior Members must alter their behaviour if it is disturbing others.

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, subject to the consent of the duty porter. Such celebrations should avoid causing disturbance to others, including College staff; 'trashing' is prohibited throughout the College (3.12 above).

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 and subject to permission from the duty porter: 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 or the Dean and Domestic Bursar. This includes the boathouse and sportsground, and the outlying residential College buildings. In cases where permission is given, any conditions imposed by the College must be obeyed.

9.8 With the exception of croquet and bowls as described in regulation 9.6, no ball games are allowed on College premises except the College sports facilities. Ball games are taken to include any other game involving projectiles, such as frisbees, whether airborne or not. In addition, no other toy, including drones or other radio-controlled vehicles, may be used on any College premises, including the sports ground, without permission from the Dean.

9.9 The Chapel piano is available for choir rehearsals, and for pianists about to play a recital in Chapel. This piano must not be used for private practice.

10 RESIDENCE AND VACATIONS

10.1 Junior Members who are not living in College accommodation in a particular year must enter their local Oxford address for the academic year on the Student Self-Service (eVision) system before the start of the Michaelmas Term concerned. All Junior Members who live in College accommodation will be required to sign an accommodation licence permitting them to occupy a specific room and which specifies the permitted period(s) of their occupation.

10.2 Junior Members who have suspended their studies for any reason including medical reasons must vacate College accommodation, and are not permitted to return to the College during the period of their suspension without written advance permission, for a specific purpose, from the Dean and TfU (for undergraduate Junior Members), or TfG (for graduate Junior Members). Further details, and more specific provisions, may be found in the College's 'Quick Guide to Suspension of Studies

for Undergraduate Students' and 'Quick Guide to Suspension of Studies for Postgraduate Students'.

10.3 Graduate Junior Members who have been granted leave to supplicate must vacate their College accommodation at the end of their current contract, or within three months of the leave to supplicate being granted, provided that the latter is within the current contract period.

10.4 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.

10.5 Undergraduate Junior Members are generally 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.

10.6 Any absences from Oxford during full term resulting in an Undergraduate Junior Member's missing a tutorial, class, practical, or other scheduled teaching session require permission from the Junior Member's Personal Tutor. Any absences resulting in an Undergraduate Junior Member's missing two or more such instances of scheduled teaching require permission from both the Junior Member's Personal Tutor and the Dean. It should be noted that, unless otherwise specified by the relevant Examination Regulations for the Junior Member's course, absences totalling more than two weeks in any given term will in addition require permission from the Proctors.

10.7 No undergraduate Junior Member may occupy a College Room or use College facilities, except the Library, during vacations for any purpose without written permission from the Accommodation Office. Undergraduate Junior Members must vacate their rooms and return their keys to the Lodge by 10 a.m. on Saturday of 8th week and must not return to their room before 2 p.m. of Wednesday of 0th week. Any Junior Member wishing to stay over a holiday period must have written permission for vacation residence from the Accommodation Office and such permission will only be given for one of the reasons stated in these Regulations. Junior Members with 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 will not be provided the same level of services as in termtime.

10.8 In cases where written permission for residence, including vacation residence, has been given, undergraduate Junior Members may not arrive earlier, or depart later, than the dates and times communicated by the Accommodation Office for their allocated accommodation. Junior Members are in all cases required to vacate their rooms and return their keys to the Lodge by 10 a.m. on their agreed date of departure. Occupation of a College accommodation without written permission from the Accommodation Office is a disciplinary matter, and accommodation charges will be applied at the commercial rate (which is approximately four times the usual termly daily rate).

10.9 Undergraduate Junior Members are advised that the College considers it normal and beneficial for Junior Members to leave Oxford during vacations, and only Undergraduate Junior Members with exams in Trinity Term which contribute to their final degree result may be permitted to stay over the entire Easter vacation (see 10.14(e), below).

10.10 Vacation residence is normally permitted only for undergraduate Junior Members in week 0 and week 9 of any term, with the exceptions outlined in paragraph 10.14. Vacation residence is not permitted throughout the summer long vacation.

10.11 An undergraduate 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.

10.12 An Undergraduate Junior member who has been given permission to stay over the whole or part of the vacation may be required to move rooms. This is very unlikely when the stay is for examination purposes and probable in all other cases.

10.13 Undergraduate Junior Members wishing to be in residence either before or after the required termly dates and times specified in the Regulations and their termly accommodation licence must apply for vacation residence. This is an extension of their existing licence, to enable residence in College accommodation before or after the term. Application must be made to the Accommodation Office by completion of the appropriate forms for vacation residence, no later than the date circulated by that office. An exception is that the College makes accommodation available to new (i.e., fresher) undergraduate Junior Members from Sunday of 0th week of Michaelmas Term without requiring an application for vacation residence.

10.14 Undergraduate Junior Members holding an accommodation licence may apply for vacation residence if one of the reasons below apply. The decision to grant permission for vacation residence rests with the Domestic Bursar and Dean, who must agree that it is consistent with the reasons below and also compatible with other College constraints. The reasons to permit vacation residence apply in the following order of priority:

a) To sit University examinations:

- Undergraduate Junior Members sitting University examinations (including Supplementary examinations and vivas) in weeks 9 or 10 of Michaelmas Term, Hilary Term, or Trinity term will normally be permitted to continue to occupy the room they occupy during term until a full day after their last exam (e.g. if the last exam is Friday of 8th week, to remain until Sunday); those sitting such examinations in 0th week will be permitted to take up residence no more than five days before their first University exam.
- Vacation residence requests for any exams in the short vacations following Michaelmas Term and Hilary Term must be brought to the attention of the Accommodation Office by the circulated deadline.
- Vacation residence for Junior Members sitting exams at the end of Trinity Term will be processed automatically in advance of the vacation residence circulated deadline, and the vacation residence confirmed by the Accommodation Office as required, based on the date of the last exam. Any other reason for vacation residence beyond the date of the last exam must be requested additionally. Further, any Junior Member who has not received a written confirmation of permission for vacation residence, for any exams falling in 9th or 10th week of Trinity Term, should apply separately for vacation residence by the circulated deadline to ensure they secure vacation residence permission.

b) To perform academic work that requires the student to be in Oxford in week 0 and/or week 9, which will be approved by the Domestic Bursar, through the Accommodation Office, provided there is clear justification on academic grounds.

c) For overseas Junior Members for whom travel is extremely impractical, (i.e., Junior Members whose home residence is outside the UK, EU, Norway or Switzerland), during the Easter and Christmas breaks, either for the entire vacation, or for arrival in 0th week or departure in 9th week. They may not remain throughout the summer long vacation. Overseas fresher students may be permitted to arrive as early as Wednesday of minus 1st week of Michaelmas Term.

d) To perform academic work that requires the Junior Member to be in Oxford and is mandated by the University as part of the Junior Member's course before 0th or after 9th week; a directive will be needed from the University department in support of this. This does not include staying for reasons of internships or academic work not specifically required by their course of study. In all cases the supporting statement must explain why it is necessary for the Junior Member to use facilities during the vacation, rather than in term-time.

e) To perform academic work in preparation for final exams in Trinity Term. Junior members enrolled in subjects with exams in Trinity Term which contribute to the final degree result are entitled to apply for residence during the Easter vacation. Junior Members who are eligible under this clause may choose either (i) to apply for vacation residence for the entire vacation between week 8 of Hilary Term and week 0 of Trinity Term, or (ii) to apply for a return date of their choice before Wednesday of 0th week. In either case an application must be made through the vacation residence process. Due to limited capacity, the College operates a system of 'priority years', which will be designated by the Domestic Bursar for each academic subject in consultation with Tutors. Any available rooms not filled by junior members in 'priority years' may be filled by junior members in non-'priority years' (but with a final exam in Trinity Term) on a first-come-first-served basis.

f) To participate in University sports teams for maximum of two weeks after and/ or before full term if accommodation is available.

g) To attend a Degree Ceremony for a maximum of 5 days around the degree day, if accommodation is available.

10.15 From time to time permission for vacation residence may be granted for other reasons:

a) To support College outreach, fundraising, admissions activities, or for choir members at gaudies, on the recommendation of the appropriate College committee, having checked the availability with the Accommodation Office. The accommodation will be provided where it is available, which is unlikely to mean the Junior Member's term-time room.

b) College may ask a Junior Member to stay for an exceptional reason.

10.16 Some undergraduate Junior Members may be eligible, in certain circumstances, for an exceptional Licence to Occupy, permitting them to be in residence throughout some vacation periods. This *extended term licence* is applicable to:

a) Undergraduate Junior Members enrolled in subjects with extended term dates (as identified on the University Website). Please note that this provision is not applicable to subjects that have only one single extended term in the course of an academic year.

b) Undergraduate Junior Members whose home of residence is outside the UK, EU, Norway and Switzerland.

In the case of such *extended terms licences*, the undergraduate Junior Member will be permitted to reside in undergraduate accommodation for the period specified in the licence but will not be

permitted to be resident in any main College accommodation or the Carrodus Quad Building. They must vacate their room at the date and time specified in the licence.

10.17 Graduate Junior Members may apply for a *continuous* licence to occupy, and be resident in the College's specified Graduate accommodation; priority is given to new (fresher) graduate Junior Members. This continuous licence is not the equivalent of the undergraduate extended terms licence.

10.18 In cases of residence requests not covered by the above:

a) The Dean and Domestic Bursar may (but are not obliged to) exercise discretionary authority to extend residence, for study reasons, and strictly subject to availability, on the basis of wholly exceptional welfare grounds. Such requests will normally require a supporting medical certificate. While consideration may be given to any supplementary information, such as may be provided, for example, by the Disability Advisory Service, the final determination will in all cases be made by the Dean and the Domestic Bursar;

b) Junior Members who are recognised under the College's criteria as estranged from their parents, and/or who have experience of care, may request certain special residence arrangements under a separate College policy (details can be obtained from the Welfare Officer).

11 VACATION STORAGE

11.1 All drawers, cupboards and wardrobes in College rooms must be emptied completely at the end of each Term except as specified below. The College accepts no responsibility for personal effects left in rooms after the end of term and may remove and dispose of such items.

11.2 Storage space is available only during vacations. It is available only 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 Every Junior Member who is eligible for storage will be limited to a maximum of 2 boxes, and the dimensions of both boxes must not exceed 74cm depth x 56cm width x 60 cm height in total. For storage in Main College, the College will provide the boxes, which will remain the property of the College; they may not be removed from the storage areas. Junior Members must arrange a day and time at which to deposit and collect their belongings by means of the College's booking system. Details of the booking system will be sent ahead of the application period, which is 7th week and -1st week of each term. Belongings are not accessible while they are in storage.

11.7 All items stored must be inside boxes. No food can be stored. No dangerous items may be stored, including lithium batteries, nor any corrosive, flammable or toxic chemicals or products.

11.8 If a room is not emptied fully during any vacation period, 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. Possessions must not be left in any communal area of College during vacations; any such items will be disposed of, and the Junior Member responsible will be liable for any associated cost.

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. Note in particular that:

a) Items may not be pinned or stuck to walls except on notice boards, and that

b) The application of hair dye in College rooms and bathrooms is not permitted.

12.3 Junior Members, whether present or not, are accountable for any disturbance, irregularity or damage caused by anyone whom 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 fobs are issued at the beginning of each Term (or, in cases where vacation residence has been granted, on the agreed day of early arrival). If a key or fob is mislaid, the circumstances must be reported to the Porters' Lodge at once. A charge of £40 will be made for its replacement, which must be collected from the Lodge.

12.6 Keys and fobs must be returned to the Porters' Lodge by 10 a.m. at the end of each term. In cases where vacation residence has been granted, the same requirement applies (on the agreed date of late departure). If a key or fob has been misplaced, the Junior Member must still check out in person with the Lodge by 10 a.m. on the required day to confirm that they have vacated the room on time. The charge of £40 for the misplaced key or fob will be applied (see Regulation 12.5). If a Junior Member does not check out (i.e. vacate their room and return the key and fob to the Lodge) by 10 a.m., a charge for late check out will be applied at the commercial rate (approximately four times the usual termly rate).

12.7 Overnight sleeping is not permitted in any College room or any other part of the College property other than designated bedrooms. This includes the JCR, MCR gardens and other common parts of the College.

12.8 Roof walking, or any kind of climbing on College buildings, is dangerous and is prohibited. This includes the walkways inside the balustrade in main College.

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 7 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 case of the Cardo kitchen, Junior Members should keep their food, crockery and 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 or 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 (including sconcing) are strictly forbidden anywhere in College. No jugs of beer are allowed.

15.8 Buying or providing alcohol to (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. One exception to this is that on MCR and JCR guest nights wine may be brought into Hall. The allowed quantity is one bottle between two diners may be consumed in Hall. If further wine is wanted, this must be purchased from the Buttery. Alcohol from outside College may be consumed privately and individually in Junior Members' rooms.

15.10 Alcohol drinks 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 or kept 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. For details, see booking event guidance on College Website: Book an event, The Queen's College

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 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. The College may place restrictions on the event.

16.9 Events organised by Junior Members in the Hall, the Magrath room, the Chapel, or the New Dining Room require the presence of a Senior Member of the College for the duration of the event. 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, Domestic Bursar, and the Keeper of Boats. In addition, if members of the public are to be present at the event, written permission is required from the authorities at Christ Church (via the Treasurer of the College); such authority should be sought in consultation with the Senior Treasurer of Amalgamate Sports Clubs.

16.11 Events in or near the Sports Ground require consent from the Dean, the Senior Treasurer of the Amalgamated Sports Clubs, the Grounds Keeper 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; this includes the chewing of gum. Plain water in spill-proof bottles with lids can be taken into all areas of the Library. Re-usable, securely lidded cups designed for hot drinks 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. De facto reservation of spaces by leaving material is not allowed.

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. Junior Members shall not admit non-College members to work in the Library (except, by arrangement with the Librarian, the Multi-Purpose Room).

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 Junior Members are only permitted to bring guests into the Library with advance permission from a senior member of the Library staff. Permission must be obtained at least 24 hours in advance. Visits are entirely at the discretion of the Library staff, who need to restrict visitor numbers to ensure proper functioning of the library for users.

18 FEES, BATELLS, AND ACCOMMODATION CHARGES

18.1 The College charges a deposit of £150 to all Junior Members, which is payable in the Michaelmas Term of matriculation and which is refunded (minus any outstanding debts) when the Junior Member leaves the College.

18.2 Batells are due for payment by 3 p.m. on the first Friday of each Term (i.e. Friday of 1st Week) except that any batells sent out at the end of Trinity Term must be paid immediately. The College applies a late payment charge of £25.

18.3 Fees are due for payment by the dates that are communicated to Junior Members.

18.4 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.

18.5 Junior Members who consider that there are extenuating reasons why they should not be crossed may appeal to the Bursar via their Personal Tutor.

18.6 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.

18.7 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.

18.8 Junior Members are required to pay all their fees before taking their degrees. This also applies to those granted loans from the Student Finance Committee unless specific arrangements have been made for a different repayment schedule.

18.9 Associate Members of the Middle Common Room are subject to the same Regulations and procedures as graduate Junior Members in the payment of batells, except that the penalty of rustication or expulsion will be replaced by the penalty of temporary or permanent suspension of their Associate Membership.

19 COLLEGE SPORTS FACILITIES AND GYMNASIUM

19.1 Before using the College gymnasium, Junior Members must attend an introductory session. Dates for these sessions will be announced by the College Office and are normally conducted at the beginning of the academic year.

19.2 The gymnasium is open day and night. Junior Members must wear suitable footwear (such as training shoes) and clothing at all times.

19.3 The gymnasium is to be used only 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 be reported to the Steward immediately.

20 INFORMATION TECHNOLOGY

20.1 Junior members of the College are required to comply with the College and University IT regulations.

20.2 For particular emphasis, 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 unless equipped with automatic closure units.

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, Chapel and other dining areas). Fairy lights are also prohibited.

21.7 Batteries based on Li-ion technology which are not permanently confined to a commercial product may not be kept or charged on College property without permission from the Domestic Bursar, who may impose restrictions. These include drone batteries, and electrical bicycle batteries.

21.8 No cooking is permitted in bedrooms. A kettle may be used to boil water for drinks, provided it has a cut-out which turns it off once it has boiled. Toasters, microwaves, hobs and other cooking equipment may not be used. Hair driers, hair irons and tongs should be used with extreme care and never left unattended when turned on.

22 HEALTH

22.1 It is normally 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. In cases where ongoing treatment would suggest this is not optimal, the junior member should approach their Personal Tutor, or the Welfare Officer or the Disability Lead to discuss their situation and obtain permission from the Senior Tutor for a different arrangement.

22.2 Junior Members who have any medical or health problem that may reduce their fitness to study should report this to their Personal Tutor or Graduate Adviser, and seek appropriate medical advice. The report they make to their Personal Tutor or Graduate Adviser need not contain confidential information, but should alert the Personal 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 Electric bicyles and electric scooters are not permitted anywhere in College.

23.2 Bicycles and scooters must not be left in any part of the College other than in the bicycle stores or the racks provided for them. Bicycles and scooters must not be kept or repaired in College

rooms. Every bicycle or scooter must have a College security tag identifying its owner. Bicycles or scooters without such a tag may be removed and disposed of by the Steward.

23.3 Bicycles and scooters must not be left against the outside walls of the College.

23.4 Bicycles and scooters must be removed by Junior Members at the end of each academic year, and whilst on their year abroad or during a period of suspension.

23.5 A bicycle kept exclusively for sporting purposes and of a construction where damage may not be visible but dangerous (normally carbon fibre) may be regarded as sports equipment and permission may be requested from the Dean to keep it in a college room. Value is not a consideration.

24 CLUBS, SOCIETIES, AND PUBLICATIONS

24.1 Junior Members who form a club, society, or an organization for any purpose (including one for the publication of a journal, newspaper, or magazine), and who wish to use the name of the College either in fact or by association in its title (or in the title of a journal, newspaper, or magazine), shall obtain permission from the Dean. In order to be recognised as an official College Club or Society, an organisation must submit annually to the College, via the Dean, a constitution which complies with the requirements of equality law and with the College's values and charitable objectives, and which entails appropriate governance arrangements. The constitution should:

a) Be accompanied by the names of the organisation's current officers and of a Senior Member (only a current Official Fellow, Professorial Fellow, Senior Research Fellow, Junior Research Fellow or Career Development Fellow, together with the current Chaplain, may constitute a 'Senior Member' for this purpose);

b) Include statements confirming the organisation's compliance with the College's Regulations and values, and the existence of open access to the organisation for all members of the College without discrimination on any basis incompatible with the College's Regulations and values. If a statement of the latter type cannot be included, the organisation may submit a justification for consideration by the Equalities Committee and may be eligible for recognition as a College Club or Society if the justification is approved by the Committee and the Governing Body.

24.2 Failure to provide a constitution that is compliant with these requirements will result in the organization ceasing to be regarded as a College organisation.

24.3 Constitutions must be deposited with the Dean each academic year before the end of the first week of each Michaelmas term.

24.4 For continuing organisations, the Dean must be advised of any changes since the previous year in the constitution or any changes in the organisation's officers or Senior Member.

24.5 The Senior Member of a College organisation is an ex officio member of its committee and must be notified of all committee meetings and be sent copies of all minutes.

24.6 College organisations must:

a) Act in accordance with their constitution;

b) Ensure that their activities do not undermine the academic environment of the College;

c) Keep a proper record of their financial transactions;

d) Inform the Dean if they are to be disbanded and in doing so present a financial statement;

e) Admit to membership only members of the College.

24.7 An organisation for the publication of a journal, newspaper, magazine, website or online media will in addition to these conditions:

a) Include the name of its editor or editors in the list of officers it submits to the College;

b) Include a statement in each publication that the published material is not authorised by the College and does not represent the views of the College;

c) Submit any material produced whether in electronic form or otherwise to the College library for archiving.