ARMS: THOSE OF THE FOUNDERESS, FRANCE MODERN QUARTERING ENGLAND WITH A BORDER GOBONY OF SILVER AND AZURE

The Student Handbook is an important source of information and guidance. It also includes College rules which should be read in conjunction with the College Statutes and Standing Orders. The latter may be consulted in the College Library and on the College website at www.joh.cam.ac.uk/standing-orders.

A lot of care, time and effort went into the production of this handbook. If you have any suggestions, recommendations or corrections please send them to e.clark@joh.cam.ac.uk. This handbook has been typeset using \LaTeXe. 
Contents

1 Map of the College

2 College Administration

3 Academic Arrangements
   3.1 The Centrality of Study
   3.2 Tutors
   3.3 Directors of Studies
   3.4 Undergraduate Supervisions
   3.5 Resources for Students with a Disability
   3.6 Timetable and University Student Handbook
   3.7 Communication Between the College and Students
      3.7.1 Induction briefing
      3.7.2 Modes of Communication
   3.8 Changing Tripos
   3.9 Academic Progress
      3.9.1 Persistent Failure to Study Diligently
   3.10 Fourth Year Undergraduates and Graduate Courses
      3.10.1 Fourth Year Undergraduate Courses
      3.10.2 Regulations for Natural Sciences, Mathematics and Engineering
      3.10.3 Graduate Courses other than Clinical Medicine and Veterinary Medicine
      3.10.4 Clinical Medicine
      3.10.5 Veterinary Medicine
   3.11 College Clergy
      3.11.1 Services in Chapel
      3.11.2 Advent Carol and Passion Services
      3.11.3 Communion Services
      3.11.4 Weddings, Baptisms and Confirmation
   3.12 Residence
   3.13 Term Dates
   3.14 Exeats
   3.15 Examinations
   3.16 Scholarships and Prizes
3.17 Student Complaints Procedure .............................................. 34
3.18 Taking Degrees ................................................................. 34

4 Accommodation ........................................................................ 35
  4.1 Rooms ........................................................... 35
    4.1.1 Allocation ............................................................ 35
    4.1.2 Room Charges ...................................................... 35
    4.1.3 Payment Terms ..................................................... 36
    4.1.4 Termly Rental Periods .............................................. 36
    4.1.5 Graduate Students Working Away ............................ 36
    4.1.6 Permission to Reside During Long Vacation ............... 37
    4.1.7 Removal of Belongings ............................................ 37
    4.1.8 Damage to Property ............................................... 38
    4.1.9 Council Tax ......................................................... 38
    4.1.10 Register of Electors ................................................ 38
    4.1.11 Television licences ............................................... 38
    4.1.12 Insurance of Personal Belongings ............................ 38
    4.1.13 Frequent Visitors .................................................. 38
    4.1.14 Maintenance of the Property .................................... 39
  4.2 Health and Safety in Accommodation ................................... 38
    4.2.1 General ............................................................... 38
    4.2.2 Fire Detection Equipment ....................................... 39
    4.2.3 Fire Drills and Alarm Testing ................................... 39
    4.2.4 Candles ............................................................... 39
    4.2.5 Fire Evacuation ..................................................... 39
  4.3 Security ............................................................ 39
    4.3.1 General ............................................................... 39
    4.3.2 Alertness ............................................................ 40
    4.3.3 Room Keys .......................................................... 40
    4.3.4 Emergency Telephone Security (Hostels) .................... 40
  4.4 College Gates ............................................................ 40
    4.4.1 University Cards .................................................. 41
    4.4.2 CCTV ............................................................... 42
  4.5 Utilities ........................................................ 42
    4.5.1 Heating ............................................................. 42
    4.5.2 Appliances .......................................................... 42
    4.5.3 Gas Installations ................................................... 42
    4.5.4 Electrical Appliances and Testing ............................ 42
    4.5.5 Waste Water ....................................................... 42
    4.5.6 Lighting ............................................................. 43
    4.5.7 Telephones .......................................................... 43
    4.5.8 Network Connections ............................................. 43
## 4.6 Kitchen Facilities, Food Storage, Washing Facilities, Furnishing, Cleaning Routines and Other Matters

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.6.1 Kitchens</td>
<td>43</td>
</tr>
<tr>
<td>4.6.2 Food Storage</td>
<td>44</td>
</tr>
<tr>
<td>4.6.3 Communal Facilities &amp; Bathroom, Toilet and Shower Areas</td>
<td>44</td>
</tr>
<tr>
<td>4.6.4 Decoration of Rooms/Damage to Furniture/Inspections</td>
<td>44</td>
</tr>
<tr>
<td>4.6.5 Repairs</td>
<td>44</td>
</tr>
<tr>
<td>4.6.6 Furniture</td>
<td>45</td>
</tr>
<tr>
<td>4.6.7 Cleaning</td>
<td>45</td>
</tr>
<tr>
<td>4.6.8 Guests in Junior Members’ Rooms</td>
<td>45</td>
</tr>
<tr>
<td>4.6.9 Laundry Facilities</td>
<td>46</td>
</tr>
<tr>
<td>4.6.10 Post/Mail Messages</td>
<td>46</td>
</tr>
</tbody>
</table>

## 4.7 Maintenance and Repair Regimes

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.7.1 Organisation</td>
<td>47</td>
</tr>
<tr>
<td>4.7.2 Response Times and Planned Maintenance</td>
<td>47</td>
</tr>
<tr>
<td>4.7.3 Snow and Ice Clearance Policies</td>
<td>47</td>
</tr>
</tbody>
</table>

## 4.8 Environmental Quality

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.8.1 Energy Management</td>
<td>47</td>
</tr>
<tr>
<td>4.8.2 Refuse Collection/Recycling</td>
<td>48</td>
</tr>
<tr>
<td>4.8.3 Clinical Waste</td>
<td>48</td>
</tr>
</tbody>
</table>

## 4.9 Good Neighbour Policy

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.10 College and Student Relationship</td>
<td>48</td>
</tr>
<tr>
<td>4.10.1 Charges for Accommodation</td>
<td>48</td>
</tr>
<tr>
<td>4.10.2 Notice to Quit</td>
<td>49</td>
</tr>
<tr>
<td>4.10.3 Complaints</td>
<td>49</td>
</tr>
<tr>
<td>4.10.4 Access to Rooms</td>
<td>49</td>
</tr>
</tbody>
</table>

## 5 Facilities

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 College Library</td>
<td>50</td>
</tr>
<tr>
<td>5.1.1 Access and Borrowing</td>
<td>50</td>
</tr>
<tr>
<td>5.1.2 Seminar Room</td>
<td>50</td>
</tr>
<tr>
<td>5.1.3 Audio-Visual Room</td>
<td>50</td>
</tr>
<tr>
<td>5.1.4 Old Library and Archives</td>
<td>51</td>
</tr>
<tr>
<td>5.1.5 General</td>
<td>51</td>
</tr>
<tr>
<td>5.1.6 Copyright</td>
<td>51</td>
</tr>
</tbody>
</table>

## 5.2 Common Rooms JCR and SBR

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
</table>

## 5.3 Computing Facilities

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3.1 Equipment</td>
<td>52</td>
</tr>
<tr>
<td>5.3.2 Registration</td>
<td>52</td>
</tr>
<tr>
<td>5.3.3 Charges</td>
<td>52</td>
</tr>
<tr>
<td>5.3.4 Rules</td>
<td>53</td>
</tr>
</tbody>
</table>
5.3.5 University Facilities ................................................. 53
5.4 Fitness Centre ......................................................... 53
5.5 Guest Rooms .......................................................... 53
  5.5.1 Booking Procedure .................................................. 53
  5.5.2 Junior Guest Room Charges (including breakfast) ................. 54
  5.5.3 Reciprocal Arrangements: Balliol College, Oxford; Linacre College, Oxford; Trinity College, Dublin ................................................. 54
5.6 Public Rooms ........................................................... 54
  5.6.1 Definition ............................................................... 54
  5.6.2 Arrangements for Use by Junior Members ............................ 55
5.7 Miscellaneous Facilities and Booking Procedures: Art Room, Drawing Boards, Keyboards, New Music Room, Fisher Building, Old Divinity School and Punts ................................................. 56
  5.7.1 Supervision Rooms ..................................................... 56
  5.7.2 Art Room ................................................................. 56
  5.7.3 Architectural Drawing Boards ....................................... 56
  5.7.4 Electronic Keyboards .................................................. 57
  5.7.5 New Music Room and Fisher Building Music Practice Rooms .............. 57
  5.7.6 Fisher Building Rooms and The Old Divinity School .................. 58
  5.7.7 Old Divinity School .................................................... 58
  5.7.8 Punts ................................................................. 58
6 Catering Services ......................................................... 59
  6.1 Charges ................................................................. 59
  6.2 College Card ........................................................... 59
  6.3 College Hall ............................................................. 59
  6.3.1 Guests in Hall ........................................................ 60
  6.3.2 Booking System ........................................................ 60
  6.4 Buttery Dining Room ..................................................... 60
  6.5 Vegetarian Meals ......................................................... 60
  6.6 Food Allergies .......................................................... 61
  6.7 College Bar ............................................................... 61
  6.7.1 Opening Times ........................................................ 61
  6.7.2 Purchases ............................................................... 61
  6.7.3 Guests ................................................................. 61
  6.7.4 Lost Property ........................................................ 61
7 Heath and Welfare ......................................................... 63
  7.1 General ................................................................. 63
    7.1.1 College Nurse ........................................................ 63
    7.1.2 Contacting Medical Help ........................................... 64
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1.3</td>
<td>Registration with a GP</td>
<td>64</td>
</tr>
<tr>
<td>7.1.4</td>
<td>Disability Resource Centre</td>
<td>65</td>
</tr>
<tr>
<td>7.1.5</td>
<td>University Dental Service</td>
<td>65</td>
</tr>
<tr>
<td>7.1.6</td>
<td>Personal Health Insurance</td>
<td>65</td>
</tr>
<tr>
<td>7.1.7</td>
<td>University Health Service</td>
<td>65</td>
</tr>
<tr>
<td>7.1.8</td>
<td>Contraception and Sexual Infections</td>
<td>65</td>
</tr>
<tr>
<td>7.1.9</td>
<td>Drugs and Alcohol</td>
<td>66</td>
</tr>
<tr>
<td>7.1.10</td>
<td>Meningitis</td>
<td>67</td>
</tr>
<tr>
<td>7.1.11</td>
<td>Sports Injuries</td>
<td>68</td>
</tr>
<tr>
<td>7.1.12</td>
<td>Visual Display Equipment</td>
<td>69</td>
</tr>
<tr>
<td>7.2</td>
<td>Welfare</td>
<td>70</td>
</tr>
<tr>
<td>7.2.1</td>
<td>Tutorial Support</td>
<td>70</td>
</tr>
<tr>
<td>7.2.2</td>
<td>The Chaplain</td>
<td>70</td>
</tr>
<tr>
<td>7.2.3</td>
<td>Counselling</td>
<td>70</td>
</tr>
<tr>
<td>7.2.4</td>
<td>Other College Support</td>
<td>71</td>
</tr>
<tr>
<td>7.2.5</td>
<td>Accidents: General, Procedure, Reporting</td>
<td>71</td>
</tr>
<tr>
<td>7.2.6</td>
<td>PREVENT Guidance</td>
<td>71</td>
</tr>
<tr>
<td>7.2.7</td>
<td>Visas</td>
<td>73</td>
</tr>
<tr>
<td>8</td>
<td>Organisations (Social &amp; Sporting)</td>
<td>74</td>
</tr>
<tr>
<td>8.1</td>
<td>Junior Members Extra Curricular Activity (JUMSECA)</td>
<td>74</td>
</tr>
<tr>
<td>8.1.1</td>
<td>Object</td>
<td>74</td>
</tr>
<tr>
<td>8.1.2</td>
<td>Composition</td>
<td>74</td>
</tr>
<tr>
<td>8.1.3</td>
<td>Fee</td>
<td>74</td>
</tr>
<tr>
<td>8.2</td>
<td>Junior Combination Room and Samuel Butler Room Society</td>
<td>75</td>
</tr>
<tr>
<td>8.2.1</td>
<td>General</td>
<td>75</td>
</tr>
<tr>
<td>8.2.2</td>
<td>JCR Committee: Representation, Social Function, Subscription Allocation, Committee Membership</td>
<td>75</td>
</tr>
<tr>
<td>8.2.3</td>
<td>Samuel Butler Room: Function, Subscription Allocation, Committee Membership</td>
<td>75</td>
</tr>
<tr>
<td>8.3</td>
<td>General Athletic Club</td>
<td>76</td>
</tr>
<tr>
<td>8.4</td>
<td>Associated Societies</td>
<td>76</td>
</tr>
<tr>
<td>8.5</td>
<td>Financial Support for Students Playing University Sport</td>
<td>76</td>
</tr>
<tr>
<td>8.6</td>
<td>Development Office</td>
<td>77</td>
</tr>
<tr>
<td>8.7</td>
<td>Johnian Society</td>
<td>77</td>
</tr>
<tr>
<td>8.8</td>
<td>The Eagle</td>
<td>77</td>
</tr>
<tr>
<td>9</td>
<td>Conduct</td>
<td>78</td>
</tr>
<tr>
<td>9.1</td>
<td>Introduction</td>
<td>78</td>
</tr>
<tr>
<td>9.2</td>
<td>Discipline</td>
<td>78</td>
</tr>
<tr>
<td>9.3</td>
<td>Plagiarism</td>
<td>79</td>
</tr>
</tbody>
</table>
9.4 Harassment and Bullying .......................................................... 79
9.5 Alcohol .................................................................................. 80
   9.5.1 The College Bar ............................................................... 80
9.6 Smoking Policy ....................................................................... 80
9.7 Drugs ...................................................................................... 80
9.8 Noise ...................................................................................... 81
   9.8.1 Music ............................................................................... 81
9.9 Data Protection ........................................................................ 81
9.10 Parties .................................................................................... 82
   9.10.1 Parties ............................................................................. 82
   9.10.2 Scholars’ Garden .............................................................. 82
9.11 Barbecues in the Gardens of College-owned Properties ............ 83
9.12 General Rules .......................................................................... 83
   9.12.1 Academical Dress ............................................................. 83
   9.12.2 Animals .......................................................................... 83
   9.12.3 Behaviour at Dinners ....................................................... 83
   9.12.4 Bicycles .......................................................................... 84
   9.12.5 Cars, Motorcycles, Motor Scooters and Mopeds ................. 84
   9.12.6 Circulars .......................................................................... 84
   9.12.7 Club and Society Dinners ............................................... 84
   9.12.8 Collections of Money ....................................................... 85
   9.12.9 College Buildings and Roofs ........................................... 85
   9.12.10 Guidelines for the use of Cripps Roof ............................... 85
   9.12.11 College Staff ................................................................... 85
   9.12.12 Electrical Apparatus ....................................................... 85
   9.12.13 Employment .................................................................. 86
   9.12.14 Firearms and Fireworks ............................................... 86
   9.12.15 Gratuities ....................................................................... 86
   9.12.16 Insurance Claims due to Misbehaviour ............................ 86
   9.12.17 Junior Members Representing the College ....................... 86
   9.12.18 Lawns, Courts and Backs .............................................. 86
   9.12.19 Meetings ....................................................................... 87
   9.12.20 Posters .......................................................................... 87
   9.12.21 Publications .................................................................... 87
   9.12.22 Rooms .......................................................................... 88
10 Financial Arrangements ............................................................. 89
   10.1 General ............................................................................... 89
   10.1.1 Freshers and other Junior Members ................................ 89
   10.2 Payment Methods ............................................................... 90
10.3 Funding Bodies ......................................................... 90
10.4 Student Loan Payments .............................................. 91
10.5 Estimate of Living Expenses ........................................ 91
10.6 Fees ................................................................. 91

11 Financial Assistance ................................................... 92
11.1 Hardship Funds ......................................................... 92
11.2 The Learning and Research Fund ................................... 92
11.3 Dissertation Expenses ............................................... 93
11.4 Travel Exhibitions ..................................................... 93
11.5 Child Care .......................................................... 94
11.6 Grants for Ph.D. Students beyond the formal minimum duration of their course ................. 94

12 College Calendar 2017-18 .............................................. 96

13 The Grace .............................................................. 98
13.1 Ante Prandium ......................................................... 98
13.2 Post Prandium ......................................................... 98

A Code of Practice: JCR and SBR Constitutions ....................... 100

B College Policy on Harassment and Bullying ........................ 103
B.1 What constitutes harassment? ........................................ 103
B.2 What constitutes bullying? ........................................... 103
B.3 What to do if harassed or bullied? .................................. 104

C Code of Practice for Student Complaints ............................. 106
C.1 Introduction ......................................................... 106
C.2 Scope of the Code .................................................... 106
C.3 Principles .......................................................... 107
C.4 Informal procedure .................................................. 107
C.5 Formal procedure ................................................... 107
C.6 Appeals ............................................................ 108
C.7 Review of procedures ............................................... 108
C.8 Persons from whom help may be sought .................................. 108

D Code of Conduct for the College Bar .................................. 110

E Code of Conduct for Hall ................................................ 112

F Code of Practice for Meetings on College Premises ................. 114
F.1 Code of Practice issued under Section 43 of the Education (No. 2) Act 1986 ......................... 114
F.2 Organisation of Meetings on College Premises ....................... 114
P.6 Personal safety when drinking .................................................................................. 154

Q Code of Conduct for Junior Members Operating the Bar ........................................... 155
Chapter 1

Map of the College
Chapter 2

College Administration

St Johns College at present comprises the Master, President and about 140 Fellows; some 300 graduate students and 540 undergraduates, and about 250 assistant staff. The complete College phone book and e-mail directory can be found on the website www.joh.cam.ac.uk/college-telephone-and-email-directory.

The Master’s and President’s Offices
<table>
<thead>
<tr>
<th>Position</th>
<th>Contact</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Master</strong></td>
<td>Professor CM Dobson</td>
<td>F10a Chapel Court or</td>
</tr>
<tr>
<td>Head of Master’s and President’s Offices</td>
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<tr>
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<tr>
<td><strong>The President</strong></td>
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<td>Jason Guest</td>
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<td></td>
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<tr>
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<td>Tel. (7)61807</td>
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<tr>
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</tbody>
</table>
The Senior Tutor’s Department

The Director of Education & Senior Tutor has the overall responsibility for the educational needs and welfare of the junior members.

Senior Tutor’s Office

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Education &amp; Senior Tutor</td>
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</tr>
<tr>
<td>Scholarship Administrator</td>
<td>Katerina Marmara</td>
<td><a href="mailto:k.marmara@joh.cam.ac.uk">k.marmara@joh.cam.ac.uk</a></td>
<td>F7 Chapel Court</td>
<td>Tel. (3)38789</td>
</tr>
</tbody>
</table>

Academic Office

The Academic Administrators provide administrative support to DoSs and Tutors.

Academic Administrators

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Administrator</td>
<td>Malcolm Millbrook</td>
<td><a href="mailto:m.millbrook@joh.cam.ac.uk">m.millbrook@joh.cam.ac.uk</a></td>
<td>F18 Chapel Court</td>
<td>Tel. (7)67942</td>
</tr>
<tr>
<td>Academic Administrator</td>
<td>Fiona Hill</td>
<td><a href="mailto:f.hill@joh.cam.ac.uk">f.hill@joh.cam.ac.uk</a></td>
<td>F17 Chapel Court</td>
<td>Tel. (3)38732</td>
</tr>
<tr>
<td>Academic Administrator</td>
<td>Charlotte Whitaker</td>
<td><a href="mailto:c.whitaker@joh.cam.ac.uk">c.whitaker@joh.cam.ac.uk</a></td>
<td>F12a Chapel Court</td>
<td>Tel. (3)38713</td>
</tr>
<tr>
<td>Academic Administrator</td>
<td>Cei Whitehouse</td>
<td><a href="mailto:c.whitehouse@joh.cam.ac.uk">c.whitehouse@joh.cam.ac.uk</a></td>
<td>F12b Chapel Court</td>
<td>Tel. (3)38684</td>
</tr>
</tbody>
</table>
Student Services Office

Student Services Manager  
Audrey Hewson  
a.r.hewson@joh.cam.ac.uk  
F2a Chapel Court  
Tel. (3)38656

Student Services Officer (Part-time)  
Stephanie Kingsnorth  
studentservices@joh.cam.ac.uk  
F2a Chapel Court  
Tel. (7)46959

Student Services Officer  
Kirstie van Schalwyk  
studentservices@joh.cam.ac.uk  
F2a Chapel Court  
Tel. (7)37716

Student Services Officer  
Fay Page  
studentservices@joh.cam.ac.uk  
F2a Chapel Court  
Tel. (7)46959

Admissions Office

The Admissions Tutor  
Dr H Watson  
Old Divinity School  
Tel. (3)38685

Admissions Tutor’s Assistant  
Debbie Miles  
d.miles@joh.cam.ac.uk  
Old Divinity School  
Tel. (3)38685

Assistant  
Philippa Gibbs  
p.gibbs@joh.cam.ac.uk  
Old Divinity School  
Tel. (3)38703

Schools Liaison and Access Officer  
TBC  
@joh.cam.ac.uk  
Old Divinity School  
Tel. (3)39361

Assistant  
Angie Jewell  
a.jewell@joh.cam.ac.uk  
Old Divinity School  
Tel. (3)38703

Graduate Office

Tutor for Graduate Affairs  
Dr SM Colwell  
graduate-office@joh.cam.ac.uk  
F6 Chapel Court  
Tel. (3)38612

Graduate Administrator  
Angela Mansfield  
graduate-office@joh.cam.ac.uk  
F6 Chapel Court  
Tel. (3)38612

Health Centre

College Nurse  
Emma Dellar  
nurse@joh.cam.ac.uk  
B2 North Court  
Tel. (3)38664

Assistant College Nurse  
TBC  
nurse@joh.cam.ac.uk  
B2 North Court  
Tel. (3)38664

College Counsellor  
Susie Renshaw  
s.renshaw@joh.cam.ac.uk  
B2 North Court  
Tel. (3)38664
## The Tutors

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Location</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Education &amp; Senior Tutor</td>
<td>Dr AM Timpson</td>
<td><a href="mailto:senior.tutor@joh.cam.ac.uk">senior.tutor@joh.cam.ac.uk</a></td>
<td>F8 Chapel Court/ O1 Second Court</td>
<td>(3)38658</td>
</tr>
<tr>
<td>Senior Tutor’s Administrator</td>
<td>Emma Clark</td>
<td><a href="mailto:e.clark@joh.cam.ac.uk">e.clark@joh.cam.ac.uk</a></td>
<td>F8 Chapel Court</td>
<td>(7)61284</td>
</tr>
<tr>
<td>Tutor</td>
<td>Dr SM Colwell</td>
<td><a href="mailto:smc1@cam.ac.uk">smc1@cam.ac.uk</a></td>
<td>M3 Second Court</td>
<td>(3)38790</td>
</tr>
<tr>
<td>Tutor</td>
<td>Dr Edgley</td>
<td><a href="mailto:sae1000@cam.ac.uk">sae1000@cam.ac.uk</a></td>
<td>M4 Second Court</td>
<td>(3)38619</td>
</tr>
<tr>
<td>Tutor</td>
<td>Dr AM Nicholls</td>
<td><a href="mailto:amn1000@cam.ac.uk">amn1000@cam.ac.uk</a></td>
<td>I4 First Court</td>
<td>(3)38661</td>
</tr>
<tr>
<td>Tutor</td>
<td>Prof M Atature</td>
<td><a href="mailto:ma424@cam.ac.uk">ma424@cam.ac.uk</a></td>
<td>B5 New Court</td>
<td>(7)66948</td>
</tr>
<tr>
<td>Tutor</td>
<td>Dr D Stuart</td>
<td><a href="mailto:dmas2@cam.ac.uk">dmas2@cam.ac.uk</a></td>
<td>Rom 8, Merton Hall</td>
<td>(7)66551</td>
</tr>
<tr>
<td>Tutor</td>
<td>Miss S Tomaselli</td>
<td><a href="mailto:st240@cam.ac.uk">st240@cam.ac.uk</a></td>
<td>F11a Chapel Court</td>
<td>(3)38646</td>
</tr>
<tr>
<td>Tutor</td>
<td>Prof A Woods</td>
<td><a href="mailto:andy.woods@bpi.cam.ac.uk">andy.woods@bpi.cam.ac.uk</a></td>
<td>B7 Cripps</td>
<td>(3)38645</td>
</tr>
<tr>
<td>Tutor</td>
<td>Prof M Ni Mhaonaigh</td>
<td><a href="mailto:mnm21@cam.ac.uk">mnm21@cam.ac.uk</a></td>
<td>E5 Second Court</td>
<td>(3)38667</td>
</tr>
<tr>
<td>Tutor</td>
<td>Dr HE Watson</td>
<td><a href="mailto:h.e.watson@joh.cam.ac.uk">h.e.watson@joh.cam.ac.uk</a></td>
<td>Old Divinity School</td>
<td>(3)38685</td>
</tr>
<tr>
<td>Tutor</td>
<td>Dr J Robinson</td>
<td><a href="mailto:jjr33@cam.ac.uk">jjr33@cam.ac.uk</a></td>
<td>Room 6 Merton Hall</td>
<td>(3)38651</td>
</tr>
</tbody>
</table>
The Praelector’s Office

The Praelector  
Professor Johnstone  
Secretary  
Stephanie Kingsnorth
praelector@joh.cam.ac.uk  
F2a Chapel Court  
Tel. (7)46959

Chapel

Dean  
The Rev’d DJ Dormor  
djd28@cam.ac.uk  
E6 Second Court  
Tel. (3)38633
Chaplain  
The Rev’d Carol Barrett Ford  
chaplain@joh.ac.uk  
D2 Third Court  
Tel. (3)38617
Choir Administrator  
Caroline Marks  
c.f.marks@cam.ac.uk  
D2 Third Court  
Tel. (3)38718

Bursary

Responsibility for the Colleges finances, investments and estates.

Senior Bursar  
Mr CF Ewbank  
c.f.ewbank@joh.cam.ac.uk  
1 New Court  
Tel. (3)38627
Secretary  
Davina Turner  
dl.turner@joh.cam.ac.uk  
New Court  
Tel. (7)66446

Finance Department

Head of Finance  
Kate Harvey  
kh.rey@joh.cam.ac.uk  
F1 Chapel Court  
Tel. (3)38630
General Finance Enquiries  
F1 Chapel Court  
finance@joh.cam.ac.uk  
Tel. (3)38735
Library

**Librarian & Head of Information**  Dr Mark Nicholls  Chapel Court

**Services & Systems**  amn1000@cam.ac.uk  Tel. (3)38661

**Secretary & Telephone Liaison**  Angela McKenzie  Chapel Court

**Officer**  a.r.mckenzie@joh.cam.ac.uk  Tel. (7)65649

**General Enquiries & book renewals**  library@joh.cam.ac.uk  Tel. (3)38662

**Sub-Librarian**  Kathryn McKee  Chapel Court

**Biographical Librarian**  Fiona Colbert  Chapel Court

**Archivist**  Tracy Deakin  Tel. (3)38631

Development Office

**Development Director**  Stephen Teal  Tel. (7)60900

**General Enquiries**  development@joh.cam.ac.uk  D1 Second Court  Tel. (3)38700

Domestic Bursar’s Office

Responsibility for the College buildings, grounds, upkeep of accommodation, catering and conference arrangements and associated services/financial matters

**Domestic Bursar**  Mark Wells  F3(c) Chapel Court

**Secretary**  Fiona Boston  F5 Chapel Court  Tel. (7)68198

**Secretary**  Jo Ash  F5 Chapel Court  Tel. (3) 38688

I.T. Department

**Computer Services Manager**  Peter Halasovski  Forecourt

**Helpdesk**  computer-support@joh.cam.ac.uk  Tel. (3)38751
**Housekeeping Department**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent of Housekeeping</td>
<td>Joanne Smith</td>
<td><a href="mailto:j.smith@joh.cam.ac.uk">j.smith@joh.cam.ac.uk</a></td>
<td>Forecourt</td>
</tr>
<tr>
<td>Deputy Superintendent of Housekeeping</td>
<td>Damian Fontaine</td>
<td><a href="mailto:d.fontaine@joh.cam.ac.uk">d.fontaine@joh.cam.ac.uk</a></td>
<td>Forecourt</td>
</tr>
<tr>
<td>General enquiries</td>
<td></td>
<td><a href="mailto:housekeeping@joh.cam.ac.uk">housekeeping@joh.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Properties Administrator, Group Hostels</td>
<td>Helen Vahtrik</td>
<td><a href="mailto:grouphostels@joh.cam.ac.uk">grouphostels@joh.cam.ac.uk</a></td>
<td>Forecourt</td>
</tr>
<tr>
<td>Properties Administrator, Furnished Lets</td>
<td>To be confirmed</td>
<td><a href="mailto:furnishedlets@joh.cam.ac.uk">furnishedlets@joh.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Department Administrator</td>
<td>Jean Thomas</td>
<td><a href="mailto:j.thomas@joh.cam.ac.uk">j.thomas@joh.cam.ac.uk</a></td>
<td></td>
</tr>
</tbody>
</table>

**Catering & Conference Office**

All matters relating to catering (including private dinners etc), wine and the Buttery Bar.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering &amp; Conference Manager</td>
<td>Bill Brogan</td>
<td><a href="mailto:w.a.brogan@joh.cam.ac.uk">w.a.brogan@joh.cam.ac.uk</a></td>
<td>O Second Court</td>
</tr>
<tr>
<td>General enquiries</td>
<td></td>
<td><a href="mailto:catering@joh.cam.ac.uk">catering@joh.cam.ac.uk</a></td>
<td></td>
</tr>
</tbody>
</table>

**Maintenance Department**

Repairs to all building and services, including plumbing, gas and electrical fittings and decorations.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent of Buildings</td>
<td>Steve Beeby</td>
<td><a href="mailto:s.beeby@joh.cam.ac.uk">s.beeby@joh.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Maintenance Administrator</td>
<td>Jessica Muirhead</td>
<td><a href="mailto:j.muirhead@joh.cam.ac.uk">j.muirhead@joh.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
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</tr>
</tbody>
</table>

**Porters**

Safety and security

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Porter</td>
<td>Steve Poppitt</td>
<td><a href="mailto:s.poppitt@joh.cam.ac.uk">s.poppitt@joh.cam.ac.uk</a></td>
<td>Main Gate Lodge</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tel. (3)38608</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Main Gate Porters Lodge</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Forecourt Porters Lodge</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cripps Porters Lodge</td>
</tr>
</tbody>
</table>

**Gardens**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Gardener</td>
<td>Adam Magee</td>
<td>a <a href="mailto:magee@joh.cam.ac.uk">magee@joh.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tel: (3)38771/(3)38775</td>
</tr>
</tbody>
</table>
Accommodation & Bookings Office

Accommodation & Bookings  Gemma Leavens  accommodation@joh.cam.ac.uk
Manager
Guest Rooms  guestrooms@joh.cam.ac.uk  Tel. (3)38691
Public Rooms  publicrooms@joh.cam.ac.uk  Tel. (3)38691

Communications Office

Communications Manager  Thomas Kirk  tdk25@cam.ac.uk
Press, Publicity & Communities  Shelley Hughes  s.v.hughes@joh.cam.ac.uk
Web & Media Officer  Louise Hanzlik  lh445@cam.ac.uk

Forecourt, located in the Housekeeping department
Tel. (3)38717
Tel. (3)38711
Tel. (7)68366
Chapter 3

Academic Arrangements

3.1 The Centrality of Study

Studying diligently, so as to make satisfactory academic progress, must be a central strand in every student's life while in the College. This section describes the arrangements in place to enable students to fulfil their academic potential. It also considers what may happen if various kinds of complication arise.

3.2 Tutors

All students, both graduate and undergraduate, are assigned a Tutor. Tutors normally work in a different academic field from their pupils, and do not teach them. Their role is to oversee the general well-being, and also the academic progress, of their pupils, to advise, to warn where necessary, and to encourage. Tutors are frequently asked to provide references for their pupils applications for employment or further academic courses.

Undergraduate students are required to see their Tutor at both the beginning and end of each term. Graduate students should call to see their Tutor at the beginning of their course. Thereafter MPhil students should see their Tutors at least once a term and other graduate students should see their Tutors as often as they need. Tutors are also available for consultation throughout the term to all their pupils, on matters academic, financial or personal, at times which are indicated on the College website, outside their rooms, on the main noticeboard at the Great Gate and on the College website. They may also be contacted at any time in emergency. Students who become involved in disciplinary or legal proceedings of any kind may turn to their Tutor for advice and help. (For how to contact your Tutor in an emergency and also for other sources of advice and help in College, see the section on Welfare in Chapter 7.)

Any grievance that a student has relating to the College should be raised initially with his or her Tutor, who will seek to resolve the matter. If the grievance involves the Tutor him or herself, then it should be raised with the Director of Education & Senior Tutor. The Code of Practice for Student Complaints (Appendix C of this Handbook) provides more information on how a complaint may be pursued, if such early and informal moves do not lead to a resolution sat-
isfactory to the student. When all internal avenues have been exhausted any student whose issue has not been resolved to his or her satisfaction can apply to have the complaint considered by the Office of the Independent Adjudicator for Higher Education. Any student wishing more information concerning the Independent Adjudicator should consult the Director of Education & Senior Tutor or visit the website at www.oiahe.org.uk.

3.3 Directors of Studies

Directors of Studies are responsible for ensuring that undergraduate members of the College are properly advised about the courses they are to follow, including which lectures they should attend, what laboratory work they should do, and any reading or other work that is considered necessary. They arrange supervisions for their pupils as appropriate (see section 3.4). The Directors of Studies keep in close contact with Supervisors and Tutors about the progress of undergraduates. Normally they see the undergraduates reading their subject at the beginning of each term, and they are available for consultation throughout Full Term. They are also frequently asked to provide references for students.

3.4 Undergraduate Supervisions

Teaching of undergraduates within the College is based upon the supervision system. Supervision involves a teaching Fellow of the College or another knowledge expert in a given field of study, meeting undergraduates on a regular basis throughout the academic term. The supervisor will offer guidance on reading, and will set essays, problems or exercises for discussion. The supervisor will commonly see pupils in pairs, occasionally singly, and only rarely in groups of more than about four. Such personal and individual teaching is one of the most distinctive features of the Cambridge education. Supervisions are not spoon-feeding sessions, but occasions where students learn to stand on their own feet intellectually. Students should bring their own questions to a supervision, arising from the work they have prepared. Supervisions are typically about an hour in length and are weekly or fortnightly in each subject area. At the end of each term supervisors prepare individual reports on their pupils progress which are sent to the relevant Directors of Studies and Tutors. These in turn discuss the reports with their pupils. The supervision reporting system is on-line and Directors of Studies can mark individual reports so that undergraduates are able to read them there. Each new undergraduate will be issued with a password to access the system. Details can be found on the website www.camcors.cam.ac.uk.

Undergraduates are also invited by the College to make an assessment of their own progress and comment upon the content and quality of the supervision they have received. This Student Questionnaire will be available on CamSIS Self-Service and students will be notified of its availability and deadline each term via email.
3.5 Resources for Students with a Disability

Students, both undergraduate and graduate, who have support requirements arising from disability or a medical condition, e.g. dyslexia, hearing or sight impairment, or mobility impairment, should ensure that their Tutor and Directors of Studies, Course Director or Research Supervisor or other persons responsible for oversight of their academic work are made aware of their position. This will enable an assessment of need and the making of any specific arrangements which might be required in relation to teaching or examination. (See also information about the Disability Resource Centre in Section 7.1.4)

3.6 Timetable and University Student Handbook

Students are advised to consult the official timetable which shows all the courses and lectures available, together with the names of lecturers and the hours and places of lectures and laboratory work. With a few special exceptions, students may attend lectures given by any Faculty, whether concerned with their own, or some other, subject. The Timetable contains information concerning place, time and subject of lectures and is available at www.timetable.cam.ac.uk/.

Students are also recommended to consult The Students Handbook issued by the University which provides important information about the University and its facilities, rules and regulations. It complements the information provided by the colleges and is available electronically at www.cam.ac.uk/staffstudents/studenthandbook.

3.7 Communication Between the College and Students

3.7.1 Induction briefing

All Freshers, both undergraduate and postgraduate, are required to attend an induction briefing from College Officers, SBR and JCR representatives as appropriate and College staff. This is part of the matriculation process.

3.7.2 Modes of Communication

There are various modes of communication within College. The internal College website will include important announcements, events and deadlines for students, so it is important that students check the website frequently. For urgent matters emails may be sent, or letters to pigeon-holes, so it is also important that you check your emails and pigeon-holes daily. Please remember to adhere strictly to any deadlines given in communications.
3.8 Changing Tripos

Undergraduate students typically apply for a particular subject, Natural Sciences, Law, History, Mathematics, Economics, et cetera, and are given an offer by the College to study the relevant Cambridge course in that subject. Most undergraduate students proceed smoothly through to their Cambridge degrees as envisaged, taking a Part I and Part II Examination in the subject for which they were given an offer. The Cambridge degree system, however, allows for the possibility of getting a Cambridge degree by passing a Part I Examination in one subject and a Part II Examination in another.

Doing a Part II in a different subject from Part I may be sensible for various reasons. One is that it provides a way of combining subjects which are offered in joint degrees at other universities but not in Cambridge, for example, Philosophy and Psychology is a popular joint degree at many universities.

Another reason for changing Tripos is that an undergraduate’s interests shift over time, as he or she loses impetus in the original subject but discovers an enthusiasm for another. Tripos change in such circumstances makes good personal and academic sense.

The College will support undergraduates in making such changes, provided that:

1. the student has passed a Part I Examination in his or her original subject and is qualified under University regulations to proceed to a Part II in the proposed new subject
2. the Director of Studies and Tutor in the subject to which the student proposes to move is satisfied that the student has the ability and motivation to do creditably in it
3. the College has the teaching and other resources to support the student appropriately.

If these conditions are not fulfilled, the College may refuse a student permission to change Tripos. Undergraduates who are thinking about changing Tripos should discuss the matter with their Tutor as early as possible.

3.9 Academic Progress

All students are required to apply themselves diligently to their studies and to make satisfactory academic progress. Undergraduates must attend lectures, classes, practicals, etc as necessary for their course. They must attend the supervisions arranged for them, and make a sustained attempt at the work set for each supervision. Non-attendance at supervisions and skimpy work are serious matters, indicating both personal rudeness to the supervisor and lack of due attention to study. Undergraduates may be charged for supervisions they miss without reasonable explanation. Graduate students must attend supervisions, classes and other instruction as required for their course including, if appropriate laboratory safety training and make a sustained attempt at the work required of them.

A student whose academic progress gives cause for concern to his or her Tutor, or Director of Studies or Course Director or Research Supervisor or other person having oversight of his or her academic work, will be asked to discuss
the matter informally with the Tutor and those having academic supervision of the students work. The hope will be that an explanation of the lack of progress can be found and that a practical plan for better work in the future can be agreed and implemented.

Sometimes problems in keeping up with work arise from illness, personal stress, depression, family problems and the like. The College will do its best to support students through such periods of strain. Students are encouraged to talk to their Tutor or those people responsible for oversight of their academic work about any problems they encounter which hamper their work. They are also encouraged to seek whatever further sources of help and support for their difficulties are most appropriate to them and their circumstances. The vast majority of such situations are resolved successfully.

Problems in keeping up with work may also result from students taking on too many commitments beyond their studies. The demands of sport, acting, social life, etc are never an excuse for not studying diligently. Students who cannot organize their time effectively may need to cut down on extra-curricular activities.

Other circumstances where students do not make satisfactory academic progress may require other responses. Some Cambridge undergraduate courses require distinctive intellectual aptitudes if a student is to be able to cope with the intensive Cambridge curriculum. Very occasionally it is found that, even when the student works diligently and the College has provided all reasonable support, progress is not satisfactory and it begins to seem likely that the student will not achieve the success in that subject at Cambridge. In this case the College will do its best to find a good way forward for the undergraduate concerned. One way forward might be for the student to transfer to another course within Cambridge. Where this is under consideration, the conditions on Tripos transfer apply (see 3.8 above). Another way forward might be for the student to withdraw from Cambridge and transfer to another University, which offers a more suitable course in the same or a related subject.

Graduate students may also encounter difficulties and find their work not going as well as they had hoped. For example, very occasionally, a students relationship with his or her Research Supervisor may not work well. The College will do its best to assist in finding a satisfactory way forward, in these or any other difficulties, by talking to the Faculty or Department concerned to explore ways of improving matters.

Occasionally a student does not study diligently, thus failing to make satisfactory academic progress, and informal discussions with their Tutor or Director of Studies or others having academic oversight of the students work, combined with warnings and advice, do not produce reasonable explanation or improvement. In the case of a graduate student, the College will support steps taken by the appropriate University institutions to address the situation. In the case of an undergraduate student who does not respond to offered informal guidance, he or she may be required to attend a meeting of the Tutors to address the problem. The Tutors may, if it seems appropriate, impose a regime of structured study, together with special examinations and other measure. The aim of all such steps and measures is to motivate the student and to give him or her the best chance of getting back on track.

### 3.9.1 Persistent Failure to Study Diligently

It is possible that an undergraduate student may not respond to the kinds of advice, support and other measures described above, still failing to work diligently and make satisfactory progress. If this occurs the matter may be
treated by the Tutors as conduct contrary to the provisions of Statute XXXVII(1) and may be referred to them by the disciplinary processes of the College. Subsequent processes, initiated by the Dean of Discipline, will be in accordance with Standing Order C.4.2 (Discipline). Proceedings before the Disciplinary Committee may lead to temporary or final removal from the College.

3.10 Fourth Year Undergraduates and Graduate Courses

The following Rules shall be varied only in exceptional circumstances by decision of the Tutors as a body.

3.10.1 Fourth Year Undergraduate Courses

1. A fourth year of study for an undergraduate course will be permitted in cases where the course of study is that approved on admission as one of four years’ duration. (See Section 3.10.2 below for rules specific to Natural Sciences and Engineering.)

2. In other cases a fourth year of study for an undergraduate course may be permitted provided that a result of at least Class 2i standard is attained at the time that a firm decision has to be made, i.e. at the end of the third year of study if the proposed fourth year is a one-year course; at the end of the second year of study if the proposed fourth year arises from beginning an agreed two-year course at the start of the third year of study; at the end of the first year of study if the proposed fourth year arises from beginning an agreed three-year course at the start of the second year of study. This Rule is further subject to Rule 3 below.

3. Except as provided for under Rule 1, a fourth year of study for an undergraduate course will not be permitted unless a result of at least Class 2ii standard is attained at the end of the third year of study. An undergraduate failing to comply with the Rule may have to graduate on the basis of a pass in a preliminary Examination, which counts as a pass in an Ordinary Examination.

4. For the purpose of Rule 1, admission to the course in Engineering shall be taken to include admission to the courses in Chemical Engineering, Electrical and Information Sciences, and Manufacturing Engineering, and admission to the course in Natural Sciences shall be taken to include admission to the course in Chemical Engineering. (See Section 3.10.2 below)

5. Rule 3 above shall not apply to Medicine or to the case of an AMES student who by reason of the course has not kept or been allowed nine terms by the end of the third year.

6. Any year spent abroad or any year of intermission shall not be counted for the purposes of these Rules.

3.10.2 Regulations for Natural Sciences, Mathematics and Engineering

University regulations may also set minimum performances at certain stages in various courses which affect the possibility of continuing to a fourth year, e.g. at the end of the second year for admission to Part III (fourth year) courses in the Natural Sciences Tripos; at Part IB or Part IIA for admission to Part IIB of the Engineering Tripos.
Standards for entry to fourth year courses are prescribed by the relevant Faculty Boards. See the Colleges website for further details: www.joh.cam.ac.uk.

3.10.3 Graduate Courses other than Clinical Medicine and Veterinary Medicine

Current undergraduates wishing to continue at St John’s for such a graduate course must make formal application to the Graduate Admissions Office at the Board of Graduate Studies, the Faculty of Education or the Judge Business School (as appropriate) and be made an offer of a place before their application can be considered by the College.

Normally a result of Class I standard should be obtained at the end of the undergraduate course for readmission for a graduate course; except that in the case of the P.G.C.E. regard shall be had to the apparent aptitude of the student for the teaching profession as well as the student’s level of academic attainment.

Students who just miss their Class I may still have their place confirmed on the recommendation of their Director of Studies. In no case can the College overrule a departments decision not to admit a student.

3.10.4 Clinical Medicine

Clinical Medicine is subject to admissions decisions taken by the Faculty Board of the School of Clinical Medicine. The College will follow such decisions. Students reading Clinical Medicine are regarded by the College as graduate students.

3.10.5 Veterinary Medicine

Students reading Veterinary Medicine who are in the fourth and subsequent years of their course are regarded by the College as graduate students. No condition (other than that of diligent study) is set for progression to these years.

3.11 College Clergy

The College clergy are the Dean and the Chaplain.

The Dean, Rev’d Duncan Dormor, has overall responsibility for the running of the Chapel, and is assisted in this by the Chaplain.

The Chaplain, Rev’d Carol Barrett Ford, is glad to see any member of College at any time, and, like the Tutors, is always ready to help individuals in any kind of difficulty, regardless of their faith or lack of it (see also Welfare in Chapter 7). The Chaplain meets all new students individually for a brief chat within the first week of term and offers a wide range of hospitality.

The College also has the multifaith prayer room (Cripps D8). The Chaplain oversees and monitors its use. The room is
widely used and we have received lots of very positive feedback regarding the facility from our students. The multifaith prayer room is used by religious and non-religious students alike as a quiet place for reflection and introspection.

3.11.1 Services in Chapel

All College members are welcome to attend services in Chapel. There are three main services, an informal College Communion with worship songs at 08:30 on Sundays, a Choral Sung Eucharist at 10:30 on Sundays, and the daily Choral Evensong at 18:30, with a sermon on Sundays. There are a range of other services, study groups and opportunities for prayer and fellowship throughout the year. This includes Compline in Chapel which will be advertised in the Chaplain’s newsletter.

Members of the College are invited to wear surplices (which are provided in the ante-Chapel) in place of gowns on Sundays, Saints Days and their Eves, and at the Saturday evening services. The Chapel Clerk is always present to help and answer any questions.

All choral services are open to members of the general public and a weekly service is webcast on www.sjcchoir.co.uk.

3.11.2 Advent Carol and Passion Services

A number of special choral services are held to mark points in the Christian year and the College Calendar, some of which are broadcast by the BBC. These include the Advent Carol Service (end of Michaelmas), the Epiphany Carol Service (beginning of Lent Term), Ash Wednesday Evensong (Lent Term), and the Meditation of the Passion of Christ (end of Lent Term). Admission is usually by ticket, with priority given to College Members, Staff and their guests. Details of these services are sent out to all College Members, as are details of the seating arrangements.

3.11.3 Communion Services

Communicant members of any Christian denomination are most welcome to receive the consecrated bread and wine at all services of Holy Communion. Wheat-free and grape-alcohol-free alternatives can be provided for those who require them, on speaking to the Chapel Clerk or Chaplain.

After the College Communion on Sunday mornings, there is breakfast in Hall at approximately 09:15 for all those attending either morning service. Members of College are welcome to bring guests, both to the services and to breakfast afterwards, without prior notice.

3.11.4 Weddings, Baptisms and Confirmation

The College clergy are most happy to officiate at the wedding, or at the blessing after a civil registration of marriage, of resident junior members in the Chapel. The rules allow also for those who have gone down for less than five years.
If any junior member, or member of a junior members family wishes to be baptised and/or confirmed this can also be arranged. An annual service of baptism and confirmation is held each Easter Term. Please contact the Dean or Chaplain in the first instance.

3.12 Residence

The University, and the College acting on its behalf, requires every junior member to be in residence (i.e. living in College, a College hostel or authorised lodgings) for three-quarters of each term. Full Term is the central period (in fact three-quarters of each Term) during which undergraduate teaching takes place.

Residence requirements also apply to graduate students; the rules vary from course to course, but in general it is necessary to keep three terms of residence (as described above) as well as to undertake the required Terms of study (nine for a PhD: three for an MPhil) in order to be awarded a Cambridge degree.

The length of residence has to be certified by each College to the University on behalf of each junior member at the end of every term. All students are required to complete an on-line Confirmation of Residence form each Term.

Any junior member residing in College or a College hostel shall be deemed to be resident in College for the purpose of all College rules relating to residence in College, and reference to residence in College shall include residence in a College hostel.

Graduate students living in private accommodation within ten miles of Great St. Mary’s Church shall also be deemed to be in residence for the purposes of keeping Term.

Rules for graduate students beyond the minimum formal duration of their course are set out in Appendix J.
3.13 Term Dates

The term dates for the academic years 2017-18 and 2018-19 are as follows:

<table>
<thead>
<tr>
<th>Term/Full Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2017/2018</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michaelmas 2017</td>
<td>Term</td>
<td>1 October</td>
</tr>
<tr>
<td></td>
<td>Full Term</td>
<td>3 October</td>
</tr>
<tr>
<td>Lent 2018</td>
<td>Term</td>
<td>5 January</td>
</tr>
<tr>
<td></td>
<td>Full Term</td>
<td>16 January</td>
</tr>
<tr>
<td>Easter 2018</td>
<td>Term</td>
<td>17 April</td>
</tr>
<tr>
<td></td>
<td>Full Term</td>
<td>24 April</td>
</tr>
<tr>
<td><strong>2018/2019</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michaelmas 2018</td>
<td>Term</td>
<td>1 October</td>
</tr>
<tr>
<td></td>
<td>Full Term</td>
<td>2 October</td>
</tr>
<tr>
<td>Lent 2019</td>
<td>Term</td>
<td>5 January</td>
</tr>
<tr>
<td></td>
<td>Full Term</td>
<td>15 January</td>
</tr>
<tr>
<td>Easter 2019</td>
<td>Term</td>
<td>17 April</td>
</tr>
<tr>
<td></td>
<td>Full Term</td>
<td>23 April</td>
</tr>
</tbody>
</table>

The dates of the tenancy agreements for undergraduates are detailed in Section 4.1.4.

Graduates can occupy their rooms from 24 September 2016 to 31 August 2017.

3.14 Exeats

Undergraduates and Affiliated students of the College are expected to be in residence during Full Term and must be in residence at least 60 days during Michaelmas Term as well as during Lent Term and at least 53 days during Easter Term. As a consequence of this residential requirement undergraduates and Affiliated students of the College who wish to spend a night away from College during Term, must first obtain an exeat from their Tutor, and must then sign the Short Exeat Book at the Forecourt Porters’ Lodge before going and on returning.

Graduate students need not obtain exeats but they must account for absence from College on the Confirmation of Residence form. (As a matter of courtesy and practicality, they should inform their Tutors or the Graduate Office if they plan to be absent for extended periods.)
3.15 Examinations

An undergraduate whose academic progress is unsatisfactory is not permitted to remain in residence. Every junior member of the College working for a Tripos is required to demonstrate satisfactory progress by attaining the Honours standard in an annual University or College examination, unless exceptionally excused from this requirement by the Tutors. This also applies to students taking examinations at other universities as part of their course at Cambridge. A student who fails to obtain Honours in an examination will be required to withdraw from the College unless good cause can be shown why this should not be so. A student whose academic progress appears to be unsatisfactory in any way may be advised to withdraw by the Tutors. See also Academic Progress in Section 3.9.

3.16 Scholarships and Prizes

As a world-class institution St Johns College is committed to offer its members an environment which allows them to achieve the highest academic standards. We take pride in academic excellence and we are committed to reward outstanding academic achievements through Scholarships and Prizes.

Every student who achieves a First Class in an honours examination or who has reached distinguished performance in an MPhil examination will be elected to a Scholarship and will be awarded a Prize ranging from £400 to £600. In addition Named Year Prizes will be awarded to candidates who, being of special merit, are the best candidates in the College in each year, irrespective of subject areas. Prizes are also awarded for the best performance in certain papers of, or in a dissertation for, various examinations.

The name of the Scholarship is usually the name of the Benefactor who has given money to the College for this purpose and he/she may have determined the subject that the Scholar shall be studying to receive their named Scholarship. The tenure of the Scholarship is one year for undergraduates and you will be re-elected to the Scholarship and awarded a Prize if you achieve a First Class again in the following year. The tenure of scholarships for those embarking on a graduate course is the minimum formal duration of the course.

Scholars may enjoy a number of benefits in addition to the Scholarship Prizes. This includes preferential treatment in the annual undergraduate room ballots, the dinner for Members of the Foundation and the privilege of reading grace at Dinner in Hall.

Prize competitions throughout the year include the prestigious Masters Prizes, the Emanuel Miller Prize in the Philosophy of Science, the Constable Essay Prize on a topic within the Physical Sciences, the Mansergh Prize in History as well as the Douglas Adams Prize for Humorous Writing. In addition there are various prizes for Photography, Art and Applied Arts. Prize competitions are usually open to all students of St Johns and the actual prizes vary from £100 to £400. Details available at www.joh.cam.ac.uk/grants-awards-prizes.
3.17 Student Complaints Procedure

The College policy which details the procedure in the event of student complaints is set out in Appendix C.

3.18 Taking Degrees

Once you have satisfied the academic requirement for your degree, you will receive notification from the University Student Registry approving you for the degree. However, you will not actually receive the degree until it has been conferred on you, either in person or in your absence, at a Congregation (degree ceremony) at the Senate House.

The Praelector’s Secretary is responsible for making the administration of degree ceremonies and the arrangements for those seeking to take their degrees. However, it is the responsibility of the individual junior member to contact the Praelector’s Secretary in good time to request a place on the degree list by emailing praelector@joh.cam.ac.uk.

Congregations are held regularly throughout the academic year between October and July, and closing dates are always four weeks before the Congregation.

Undergraduate students will normally take their degree at the special General Admission ceremony at the end of June for which different arrangements apply.
Chapter 4

Accommodation

St John’s College is a member of the ANUK National Code of Standards for larger student developments (educational establishments). More information on the code can be found here www.nationalcode.org/.

The ANUK code establishes a set of management standards for all residential developments managed and controlled by educational establishments and it specifies appropriate measures to ensure that the particular needs of students are provided effectively.

The ANUK code applies specifically to accommodation that is occupied solely or principally by persons for the purpose of undertaking a full time course of further or higher education.

4.1 Rooms

4.1.1 Allocation

All undergraduate accommodation is allocated by means of an on-line ballot system which gives preference to Scholars of the College: details can be found on the College website at www.joh.cam.ac.uk/accommodation, but full instructions are promulgated in good time towards the end of the academic year. Fourth year undergraduates and graduate students wishing College accommodation should notify the Accommodation and Bookings Office of this fact by returning the preference form that they will receive. In respect of properties occupied by a group of single students all occupants are required to be resident members of St John’s.

Student rooms in College and in hostels are let on a Licence, the terms and conditions of which are at Appendix M; furnished lets are let on Assured Shorthold Tenancy Agreements. These must be signed and any outstanding bills paid before the keys are issued.

Any Undergraduate student who wishes to live out of College needs to seek permission from a Tutors’ Meeting (they will be required to provide the names of the student they wish to live with and also the proposed address).
4.1.2 Room Charges

The room charge covers the provision of all utilities and the cleaning of the room. Every room has an individual charge related to size, facilities and location in the College.

4.1.3 Payment Terms

Full details are in Chapter 10, Financial Arrangements. The room charges are included in the College bill which is payable termly in advance.

4.1.4 Termly Rental Periods

All undergraduates are on a licence which allows full use of rooms from seven days before the start of Michaelmas Full Term (26 September 2017) to midday on the first Saturday after the end of Easter Full Term inclusive (23 June 2018). Junior Members may not return before this time unless they have requested, and the request has been approved, for them to return early. Graduates can occupy their rooms from 24 September 2016 to 31 August 2017. Fourth year undergraduates may choose between a graduate and undergraduate licence.

Some first year undergraduates accommodated in Cripps must vacate their rooms during the admissions round in December. Their rooms must be left in a tidy state as they will be used by those attending interview.

4.1.5 Graduate Students Working Away

Graduate students who are working away from Cambridge for part of their licence period, and who do not wish to retain the use of their rooms whilst they are away, shall not be charged rent for the period of their absence provided that:

i they give four weeks’ notice of vacating their rooms, and

ii they remove all their belongings from the room (so the room may be let to another student).

Graduate students may store their belongings in the storage room in their own Hostel, or that of a nearby Hostel, subject to availability, without being liable for rent.

If belongings are left in the room, or the student wishes to make occasional use of it, then the full rent for the room must be paid. Students do not have a right to return to the same room after a short absence, but in practice this will usually be possible.

If these arrangements cause financial difficulties, students should consult their own Tutor who may consider making them a hardship grant.
4.1.6 Permission to Reside During Long Vacation

Undergraduates are not permitted to reside in College during the Long Vacation except for purposes of study approved by the Director of Education & Senior Tutor during the Long Vacation Period of Residence. A notice will be sent to all undergraduates mid-Easter Term which will detail how to apply for permission to reside during the Long Vacation. For this period a fixed charge of £19 per night (excluding food) is charged.

Undergraduates may not occupy College accommodation before the first day of the licence agreement (26 September 2017), nor continue to occupy accommodation after the last day of the licence agreement (23 June 2018).

No junior member may stay in a guest room, or in the rooms of any other junior member, unless with the consent of a Tutor.

Any junior member continuing to occupy his or her room without permission will be subject to disciplinary action.

During the first half of July and during the month of September junior members may rent accommodation in a College Hostel for extracurricular activities. The places are limited and are assigned on a first come, first served basis. Further information can be obtained from the Accommodation and Bookings Office.

4.1.7 Removal of Belongings

On vacating rooms at the end of Easter Term, they are to be left in a tidy condition with no personal belongings therein; where they are left in an unacceptable state, a charge will be made for any necessary cleaning or loss of income. If a room is not left in a state such that it can be let a fine may be imposed by the Dean.

There is a limited amount of space for the storage of personal items in New Court cellars. Because this space is limited, the cellars are therefore for the use of resident members of the College, in vacations only. Those wishing to make use of this facility should complete a form (available from the Cripps Porters Lodge): no food, drink, perishable or inflammable items will be stored. There is also a very limited space for the storage of trunks and boxes during term, a separate application for which should be made to the Head Porter. The College accepts no liability for items left in any storage areas and the items must be removed by an agreed date, after which the College reserves the right to dispose of unclaimed items.

There are storage rooms in some of the graduate hostels and, by arrangement with the Accommodation and Bookings Office, graduate students who are absent for short periods may store their belongings in the storage room in their own hostel, or that of a nearby hostel, under the same conditions as above.

All personal belongings must be removed from the College when junior members finally go down and the College reserves the right to dispose of any property which is not so removed.

Please ensure duvets and pillows are left in the rooms. Do not lock these away in any cupboards.
4.1.8 Damage to Property

Damage to and breakage of property, equipment or any other articles must be reported immediately and paid for by the person or persons responsible.

4.1.9 Council Tax

Student rooms in College and in Hostels are exempt from Council Tax.

4.1.10 Register of Electors

All resident members of the College who qualify for a vote are reminded of their responsibility to see that their name is included on the Register of Electors. Any queries should be taken up with the Student Services Office.

4.1.11 Television licences

It is the junior members responsibility to obtain a TV licence for any television receiver brought into College, including viewing a television programme on the internet online using a computer at the same time as it is being broadcast in the UK or the Channel Islands. This includes the downloading or watching of BBC programmes on demand, including catch up TV on BBC iPlayer. A home licence does not provide cover and there is no College-wide cover. TV licensing authorities make checks on a regular basis and junior members will be personally liable for any fines imposed.

Advice to junior members may be found from TV Licensing on their website: www.tvlicencing.co.uk.

4.1.12 Insurance of Personal Belongings

From 1 October 2017 insurance cover with Endsleigh has been arranged for the personal possessions of junior members of the College at an annual cost of £6.85 which will be charged on the College bill. Full details of the cover are supplied when you collect your room key. Further copies may be obtained from the Student Services office.

4.2 Health and Safety in Accommodation

4.2.1 General

Full details are contained in Section 7 and in Appendix O.
4.2.2 Fire Detection Equipment

All rooms and staircases in College are connected to integrated radio-controlled detection systems. These systems incorporate smoke and heat detectors which, when triggered, report automatically to either the Forecourt or the Cripps Porters Lodges. The Porter on duty will investigate the alarm and summon the fire brigade accordingly. Under no circumstances should batteries be removed from detection equipment - checks are carried out by the Porters on a regular basis and the occupant(s) of any room found to have tampered with detectors will be reported to the Dean. If the equipment indicates (by beeping/flashing light) that the batteries need replacing, the Porters should be informed. The hostels have stand-alone systems, the majority of which are integrated within the Hostel.

4.2.3 Fire Drills and Alarm Testing

The Head Porter is responsible for arranging fire drills for each staircase and hostel, and a log is kept of all drills. Drills are conducted during the Michaelmas and Lent terms, with repeat drills if responses have been slow or incorrect (e.g. going to the wrong assembly point). Fire alarms are tested weekly between 13:30 and 15:00 Monday to Friday dependant on location.

4.2.4 Candles

The burning of candles or incense sticks in College rooms is forbidden.

4.2.5 Fire Evacuation

All staircases, corridors and landings in all College accommodation are fire exits and must be kept clear and free from obstruction which would impede the safe and speedy exit of persons evacuating College property in the event of a fire.

4.3 Security

4.3.1 General

By the very nature of its buildings, position and purpose, the College is a relatively open site. While the College takes all reasonable steps it is unable to accept responsibility for losses of personal items and the ultimate responsibility lies with junior members to take the appropriate precautions to safeguard their own property. Therefore all those who live in College should always shut and lock their doors at night or when absent from their rooms even for a few minutes, and not leave valuable or attractive items loose in their rooms. Those living in College hostels or furnished lets should adopt a similar pattern of security. In the older part of the College rooms have a double set of outer doors. By tradition, the closing of the outer of these two doors (sporting the oak) indicates that the occupant (if within) does not wish to be disturbed.
4.3.2 Alertness

Personal security is a mixture of commonsense and alertness: anything or anybody suspicious around the College should be reported to the nearest Porter’s Lodge immediately. Porters are on duty 24 hours a day, together with roving patrols who cover both the College and outside hostels and who can react at short notice. All members of College staff carry photographic identity cards.

4.3.3 Room Keys

Room keys must be kept safe with any loss reported immediately to the Duty Porter in the Forecourt Porters Lodge. A replacement key will then be ordered for which junior members will be charged a minimum of £10. Duplicate keys which are signed out by junior members who inadvertently lock themselves out (lock out keys) must be returned as soon as possible and no longer than 24 hours later. Failure to do so may result in the room key being deemed lost and a charge made for a new one to be cut. When issuing duplicate keys the Porters will ensure that keys are only issued to the occupant of that room.

Room keys must be returned to the Forecourt Porters Lodge when junior members leave at the end of the academic year. Failure to do so will result a charge being levied for a new key to be cut.

4.3.4 Emergency Telephone Security (Hostels)

The College Hostels are fitted with a telephone from which it is possible to contact the Forecourt Porters Lodge (full details are provided by the telephone) and the Emergency Services. This is a security measure which should only be used in an emergency - for example if a suspicious-looking person is in the vicinity of the hostel - in order that a Porter can be sent to investigate. Use of this facility should not preclude junior members from dialling 999 direct in appropriate circumstances and then, subject to the circumstances, using the security telephone to inform the College. It is not possible to make outgoing calls on the Public Telephone Network or to mobile phones.

4.4 College Gates

College gates are closed as follows:

1. Great Gate: at 22:00 nightly. From 18:00 entry and exit is through the Great Gate Porters’ Lodge.

2. Forecourt Porters’ Lodge: open 24 hours a day

3. Cripps Porters’ Lodge and all gates on the west side of the river (the Backs):
   
   i  20:00 from the start of the Michaelmas Term to the end of the Lent Term.
   
   ii 20:00 from the start of the Easter Vacation to the start of the Easter Term.
iii 22:00 from the start of the Easter Term to the start of the Michaelmas Term.

Entry and exit is through the Cripps Porters’ Lodge.

All gates are re-opened at 06:00 except the Great Gate which opens at 07:30.

The Trinity Piece Gate and Queen’s Road wicket gate are locked at weekends and bank holidays.

Porters are on duty throughout the day and night in the Forecourt Lodge, and in the Cripps Porters’ Lodge until 01:30, and junior members and their accompanied visitors may enter or leave the College at any hour through these lodges. For security reasons junior members entering the College between 22:00 and 06:00 are required to identify themselves in person to the Porter on duty.

After 01:30 the following arrangements are in force at the Cripps Porters’ Lodge:

1. **Access to the College**: for those with College access cards, access is through the door to the right of the Cripps Lodge using the swipe card point outside the Porters’ Lodge. Emergency call points to the Forecourt Porters’ Lodge, with cctv coverage, are available to the side of this entrance from which the Forecourt Lodge Porter can allow access to the College if necessary.

2. **Assistance**: call points to the Forecourt Porters’ Lodge are located by the door to the right of the Cripps Porters’ Lodge and at B and E staircases Cripps. In addition, all junior members are advised to have the number of the Forecourt Porters’ Lodge (01223 338671) on their mobile phones. This number should be used to ask for assistance or advice which will be rendered by the Porters on patrol.

3. **Lock-out keys**: any occupant of Cripps who requires a lock-out key should make their way to the Forecourt Porters’ Lodge for assistance. A Porter will come and issue the lock-out key as soon as possible. There may inevitably be some delay, so occupants of Cripps are strongly advised to take precautions against locking themselves out of their rooms.

4. **Squash court and snooker keys**: access to the keys is not available after 22:30. Keys may be returned to a drop-box after that time and equipment should be retained and returned next morning.

### 4.4.1 University Cards

A University Card will be issued on arrival. As it allows credit in the Buttery Dining Room (if required), access to College facilities and serves as an identity card, it must be safeguarded and should be carried at all times and is non-transferable. A charge will be made for replacement cards. The card must only be used by the person issued. It must not be given to or used by any other person, as such misuse is a breach of College security.

Graduate Students residing with spouses/established partners in College or private accommodation may apply to the Graduate Administrator by emailing graduate-office@joh.cam.ac.uk for their spouse/partner to be issued with a card giving access to College facilities, including the Buttery Dining Room.
4.4.2 CCTV

CCTV cameras are used in the College to help to safeguard the security of people and property. Cameras are positioned to capture views of the car parking areas, the main entrance and strategic areas, as well as general views across the College. The live pictures are viewed, from time to time, by the Porters, in order to detect any suspicious activity. Information derived from CCTV surveillance will only be used for security purposes, unless it leads to the discovery of an activity that no employer could reasonably be expected to ignore, for example, breaches of Health and Safety rules that put others at risk. You have the right of access to information about yourself held on CCTV footage in accordance with the College’s Data Protection policy.

4.5 Utilities

4.5.1 Heating

Central heating is supplied to all College rooms from 1 October to 31 May each year. If conditions are very cold before or after these dates, the heating will be adjusted to suit. Heating systems will be turned on at 06:00 and turned off at midnight each day. Occupants are encouraged to help to save energy and cost by keeping windows closed in cold weather, and using radiator thermostatic settings sensibly (where fitted).

4.5.2 Appliances

Assistance in operating any of the appliances may be obtained from the office of the Superintendent of Buildings.

4.5.3 Gas Installations

In accordance with the Gas Safe safety regulations all College owned gas appliances undergo an annual gas safety check. Copies of the certificates are available on request from the Superintendent of Buildings office.

4.5.4 Electrical Appliances and Testing

For information regarding electrical appliances refer to Appendix O.10.

4.5.5 Waste Water

Waste water systems are connected to Local Authority sewers. Waste chemicals and environmentally damaging or toxic substances are not to be poured into waste water systems via basins, baths, showers, toilets, or external drains (e.g. under rainwater downpipes) but are to be disposed of correctly. It is a students personal duty to dispose of such
waste correctly. Food disposal should be via the bins provided in kitchens/gyps and not allowed to pass into the waste water systems.

4.5.6 Lighting

Suitable lighting is provided in all rooms. If a lamp fails it should be reported to Maintenance by filling out a Maintenance request form on the Student Services Online section of the College Website or emailing maintenance@joh.cam.ac.uk or by filling a maintenance request form in at the Porters’ Lodge. As far as possible, all lamps will be low-energy, long-life models.

4.5.7 Telephones

No telephone service is provided in student rooms in College or hostels. Students living in College can contact the porters in an emergency on 01223 338671 from their mobiles or by using the Emergency phone situated at B and E staircase, Cripps. All hostels have a phone line in their hallway or communal area from which it is possible to contact the Emergency Services and/or the Porters Lodge.

Graduate students living in the Hostels are able to apply for a CU2 phone line by downloading an application form from Virginmedia website and selecting the Centrex CU2 option. This is a billed service which additionally allows free calls within the University offices and departments. Authorisation to apply for a CU2 line needs to be obtained from your Tutor and from the College Telephone Liaison Officer.

4.5.8 Network Connections

All rooms on the main College site, and most rooms in Hostels have provision for computer network connections, allowing privately owned machines to be connected to the College network.

4.6 Kitchen Facilities, Food Storage, Washing Facilities, Furnishing, Cleaning Routines and Other Matters

4.6.1 Kitchens

Limited kitchen facilities are provided for students accommodated in College and College Hostels. These facilities are intended for modest catering and should be used sensibly. Any additional electrical items, please see Appendix O.10.

All cooking equipment must be kept in the kitchens provided. For Health and Safety reasons, no cooking equipment may be used in student rooms.
A high standard of hygiene is required by the College and it is the responsibility of the occupant to keep the kitchen facilities clean and tidy. Barbecues are not permitted.

4.6.2 Food Storage

Refrigerators are provided by the College and it is the occupants responsibility to keep them in a hygienic condition. The Bedmaking staff will defrost the appliances during the vacations. In communal areas, storage cupboards are provided and in some areas lockable facilities. Any cases of pilferage will be treated as theft and should be reported to the Head Porter.

4.6.3 Communal Facilities & Bathroom, Toilet and Shower Areas

These are cleaned on a daily basis, Monday to Friday. Any questions regarding access or timing should be made to the Housekeeping Department, the Properties Administrator for Group Hostels grouphostels@joh.cam.ac.uk or the Properties Administrator for Furnished Lets furnishedlets@joh.cam.ac.uk.

Faults occurring with these facilities should be reported to the Maintenance Department directly by filling out a Maintenance request form on the Student Services Online section of the College website or by emailing maintenance@joh.cam.ac.uk or by filling a maintenance request form in at the Porters’ Lodge. Out of hour emergencies should be reported to the Cripps or Forecourt Porters’ Lodges as appropriate.

4.6.4 Decoration of Rooms/Damage to Furniture/Inspections

Damage or breakages to College property must be reported immediately and paid for by the person or persons responsible, allowing for fair wear and tear. Prior to departure/room changes, the rooms will be inspected. An inventory will be issued at the start of the occupancy and to avoid any dispute as to possible liability, this should be completed and returned to the Housekeeping Department.

Any defects in the rooms or its furnishings should be brought to the attention of Housekeeping immediately upon starting the tenancy.

Pictures may not be hung from the walls except where a picture rail exists. Nothing may be pinned, fixed or attached in any other way to the wall except by using 3M Command strips (these can be purchased from the Bar). Many rooms have special screens/pin boards designed for the pinning of pictorial matter. Students will be liable for unacceptable damage to walls and may receive a minimum fine of £50.

4.6.5 Repairs

Questions regarding furniture, fittings and services should be referred to the Housekeeping department.
4.6.6 Furniture

Rooms are furnished to a standard requirement of furniture. Any additional large items of furniture are not to be brought into College. If occupants wish to bring into College small items they should consult the Housekeeping Department before coming into residence. In the case of rugs, they should have a suitable slip proof backing, which if necessary, the Housekeeping Department can provide. Any personal items must be removed at the end of the Easter Term as the rooms are used for other purposes during the long vacation period. It is also College policy not to allow furniture to be moved between or taken out of rooms.

Duvets, pillows and under blankets are provided by the College but students are expected to supply their own linen.

4.6.7 Cleaning

College staff (historically known as Bedders) are responsible for the cleaning of College rooms and and communal areas in hostels (but not hostel rooms). Communal areas are cleaned daily, rooms once a week, excluding weekends and Bank Holidays. Each student rooms is also visited once a week for a refuse collection. Kitchen and bathrooms are cleaned weekly and the bins emptied. Floors are vacuumed/polished. The charge for such service is included in the overall charge for rooms.

Junior members are asked to keep their rooms tidy to enable staff to undertake cleaning duties, especially on days when vacuuming takes place. Certain Hostel bedrooms are not serviced, therefore students should pay particular attention to keeping them acceptably hygienic, clean and tidy.

The Bedding Supervisors check cleaning and maintenance in rooms at regular intervals. (The College cannot be held liable for failure to provide any of these services due to factors beyond its control such as mechanical failures, staff shortage/illness. The cleaning routines and entry guidelines are contained in Appendix L).

4.6.8 Guests in Junior Members’ Rooms

Undergraduates may accommodate a guest in their rooms on a Friday or Saturday night or, if the Junior Guest Rooms are full, on other nights of the week. The host should inform the Housekeeping Department in advance of the intention to accommodate a guest and should ensure that extra work is not caused as a result. The total number of nights on which undergraduates may have a guest in their rooms is limited to eight per term. Outside these periods the limit is one night per week. Graduates living in College or in a hostel may accommodate a guest (other than a junior member of the College) in their rooms for not more than three nights in any fourteen consecutive days. No person may be accommodated as a guest (irrespective of the host or hosts concerned) on more than three consecutive nights or for more than five nights in all in any one term. Beds/mattresses are not provided by the College for the accommodation of guests in junior members rooms. The terms of the room licence state that rooms are intended for single occupancy only. Any breach of these rules will be reported to the Dean.

No child under 16 may be accommodated in College or in a hostel at any time. No guest may be accommodated when
their host is not in residence (Appendix M).

4.6.9 Laundry Facilities

Laundry facilities are available in the College for use by its members. The laundry is located in the basement of the Cripps Building. Charges for the use of this facility are incorporated into the accommodation fee. Entry is by the College Card system. It is strongly advised not to leave items of clothing unattended. Use of the facility is at the owners risk and College will not accept any responsibilities for loss of personal laundry. Outside properties are supplied with domestic style washer/drying machines, but in the case where this is not available, Students may use the main College laundry facilities.

4.6.10 Post/Mail Messages

All junior members are provided with an individual pigeonhole for their mail which is located in the post room at B1 First Court (adjacent to the Great Gate Porters Lodge). Parcels can be collected from the Great Gate Porters Lodge. Students are required to check their pigeonholes and their personal email account regularly so that any correspondence from Tutors, Directors of Studies, Supervisors, College Officers and staff is dealt with promptly.

Cambridge University Students Union operates a free internal post service for students which delivers to all 31 Cambridge Colleges. Mail is not delivered to University departments. This post box, labelled I.C.M.S., is located in the post room at B1 First Court. Collections are Monday-Friday during Full Term. Students can also post pre-stamped mail for external delivery by the Royal Mail at the post box in the College Office, the post box in New Court by the Bridge of Sighs or by leaving mail at the Great Gate Porters Lodge.

When a student graduates or during the long vacation, a student’s mail will not be forwarded to them except in the most exceptional of circumstances. In order for this to happen it is essential that address details on CamSIS are current and that a request is made to the post porter by emailing d.v.wilkerson@joh.cam.ac.uk. However, it should be noted that the delivery of any post forwarded is done so at the discretion of the Royal Mail as no extra postage charge is applied by the College. The College cannot therefore accept liability for any mail which is forwarded and does not arrive. For important mail the advice is to ensure the sender is aware of any change of address. There is an even greater risk associated with asking for mail to be forwarded overseas, and the College therefore would advise against this course of action. The Royal Mail’s redirection service is not available to students who reside in College. Certain types of mail cannot be forwarded e.g. Royal Mail Signed For, Special Delivery Guaranteed and mail delivered by other delivery services or couriers.

On graduation from the University a student’s College pigeonhole will be kept for a period of two months until the end of August. After that time (unless the student returns to the College for further study) any mail which has accumulated will be returned to the sender. It is important therefore that students take personal responsibility for managing the contents of their own pigeonhole. Mail for students who have vacated rooms in outside properties will be processed by the post porter and either placed in pigeonholes (if in existence), forwarded on if possible or returned to the sender. Again it should be noted that the College cannot accept liability for any mail which is forwarded and does not arrive.
4.7 Maintenance and Repair Regimes

4.7.1 Organisation

Maintenance and repair of the College property is undertaken by the College’s Maintenance Department. There are a number of trades people on the staff of the College available for routine and emergency maintenance work. Some regular repair work is sub-contracted to outside companies (e.g. Fire detection systems, security systems), as is most periodic testing (e.g. portable appliance testing (PAT), water hygiene, lift and winch tests, lightning conductor tests etc). Finally, specialist contractors may be brought in to assist with more major works, such as refurbishment of rooms, staircases and houses although the department normally undertakes the majority of this work. Works should be requested by means of the Maintenance Request Form, available on the Student Services online page of the College website, or in hard copy at the Porters Lodges.

4.7.2 Response Times and Planned Maintenance

Response times for repairs at different levels of urgency are laid down in Appendix L. If these response times cannot be met for example because of a lack of spares the requester will be advised of a revised estimated time for completion.

4.7.3 Snow and Ice Clearance Policies

The College has a procedure for the clearance of snow and ice, coordinated by the Head Porter. Students should take particular care during snowy periods that their actions do not cause a hazard for others.

4.8 Environmental Quality

The College has an Environmental Committee which includes representatives from the SBR and JCR. The committee meets termly and is charged with overseeing the College’s Environmental Policy. Suggestions from junior members should be made through the SBR or JCR representatives as appropriate.

4.8.1 Energy Management

As part of its environmental strategy, the College is committed to responsible energy management and will practice energy efficiency throughout all College premises, wherever it is cost effective.

It is the policy of St John’s College to control and manage energy and water effectively in all its applications, to reduce consumption to the lowest practicable level and to maintain these standards.

The efficiency of energy and water consumption together with environmental impact will be considered when purchasing equipment or evaluating proposals for new projects.
All staff and students are encouraged to make an active contribution to reduce consumption and environmental impact.

### 4.8.2 Refuse Collection/Recycling

Recycling and Landfill facilities are provided for all students on the College site. Students are expected to do dispose of their own landfill waste in accordance with the College’s environmental policy. Further information about the College’s recycling and landfill facilities can be found at [http://www.joh.cam.ac.uk/recycling-points](http://www.joh.cam.ac.uk/recycling-points).

All College hostels are serviced by Cambridge City Council with recycling facilities. These require residents to be thorough in their segregation of recyclable waste, since ‘contamination’, such as placing food waste in paper/cardboard recycling will result in that waste not being taken away.

### 4.8.3 Clinical Waste

Please contact the College Nurse for further details.

### 4.9 Good Neighbour Policy

Students will be expected to be mindful of the proximity of neighbours both within the properties and in the wider community. Particular attention is drawn to students resident in outlying properties which are in a non-academic environment. The College takes a particularly serious view of student misbehaviour which inconveniences other members of the College or its neighbours.

### 4.10 College and Student Relationship

The relationship between the landlord (St Johns College) and the lessee (each student) is detailed in the Terms and Conditions for the occupation of accommodation (Appendix M). Every student living in College-provided accommodation will be provided with a Licence or Tenancy Agreement. In addition to defining the period of agreed residency and cost of the accommodation, this also details the basic rules for living in such accommodation. Note that, while every effort will be made to leave students in a specific room during each period of residence, it may be necessary to move the student to alternative accommodation for maintenance or tutorial reasons.

#### 4.10.1 Charges for Accommodation

Accommodation charges are reviewed by the College each year, in conjunction with the Financial Officers and SBR and JCR. Final recommendation of these charges is made by the Finance Committee and confirmed by the College Council.
4.10.2 Notice to Quit

Four weeks notice of intention to vacate College accommodation during the academic year is required. Note: Graduate students whose courses finish in June or July should check their leases carefully as they may need to give notice if they plan to leave before August 31st. Notice can be given by completing the online form at www.joh.cam.ac.uk/notice-quit.

4.10.3 Complaints

If a student has any complaints about the delivery of services in relation to accommodation, this should be raised in accordance with the Code of practice in Appendix C. In the informal procedure, junior members should raise the issue initially with the relevant head of department.

4.10.4 Access to Rooms

The College will require access to rooms for cleaning, maintenance of the room / property or where necessary, other nearby rooms / properties, general inspections or inspections for furnishings / furniture supplies. The notice for access is contained in Appendix M and in the Student room licence / Tenancy Agreement. While the College reserves the right to enter any room without notice in circumstances of emergency, the guidelines for entry to rooms are contained in Appendix K.
Chapter 5

Facilities

5.1 College Library

5.1.1 Access and Borrowing

Entrance to the College Library is from Chapel Court. All first-year students should join the appropriate Library tour arranged for them at the start of the Michaelmas Term. If this proves impossible, for whatever reason, Library staff will be happy to show new users around at other times.

Borrowing is by University card. The card also operates the door locking system on the building, giving access 24 hours a day, 7 days a week during both terms and vacations to all College Library and Computing facilities.

The Library is staffed 9.00am 5.00pm Monday to Friday. Resident graduate students and undergraduates may borrow up to eight items at any one time.

5.1.2 Seminar Room

The Library Seminar Room is on the mezzanine floor and is open 24 hours a day. It can be booked through the on-line College Rooms Booking System by members of the College for meetings, seminars and demonstrations. All members of the College can work in the room and, during staffed hours, make use of its audio-visual facilities. However, pre-booked meetings and classes always take precedence over anyone else working in the Seminar Room.

5.1.3 Audio-Visual Room

The Audio-Visual Room is on the first floor and may be used by all members of College. The room houses the Library’s DVD and CD collections as well as audio-visual equipment.
5.1.4 Old Library and Archives

The College’s historic Library is situated in Third Court. To reach the older collections, walk through the Exhibition Area on the ground floor of the Library. The Lower Library contains the Rare Books Reading Room and storage for many of the College’s manuscripts and other special collections. The fine 17th-century room on the first floor is known as the Upper Library and contains a large collection of rare books. New members of the College will be given the opportunity to visit both the Lower and Upper Libraries. Those wishing to consult any of the special collections should visit the Library website and enquire in the Rare Books Reading Room.

Housed with other special collections in the Lower Library, the Biographical Archive includes material covering the lives of members of the College from the earliest times to the present. It is maintained by the Biographical Office on the mezzanine floor of the Working Library. Those researching Johnians or wishing to contribute information should contact the Biographical Librarian.

The College’s extensive collection of institutional archives is stored in the School of Pythagoras. Those interested in finding out more about these collections should visit the Library website or contact the Librarian or Archivist.

5.1.5 General

The Library houses academic computing facilities for use by all members of College. Laptops, once registered on the College network, can be used at almost every study desk. Wireless internet access is available throughout the Library. Please ask at the IT Helpdesk, located on the ground floor of the Library, for details.

A silent study space is designated on the mezzanine floor of the Library, reserved for users who intend to work in an environment with no noise.

It is forbidden to bring food and alcoholic drink into the Library. Mobile telephones must be switched to silent mode if brought into the Library.

The Library Guide, Pocket Guide and Map all offer further information on using the Library. Copies are available in the Library. Please ask a member of staff if you need help in using the Library. See Appendix H for full details of the current Library rules.

5.1.6 Copyright

Making or receiving photocopies of copyright material which are in excess of the limits set by the current copyright legislation and guidelines, or buying photocopies which are being sold for profit, are illegal activities that can attract severe penalties. See the posters displayed next to every photocopier in the Library. See also Plagiarism in section 9.3.
5.2 Common Rooms JCR and SBR

The Junior Combination Room is situated in Second Court. Additionally there is, for graduate students (and affiliated students) only, the Samuel Butler Room (SBR) in First Court.

For further details regarding the JCR and SBR see Chapter 8.

5.3 Computing Facilities

5.3.1 Equipment

The College makes a variety of computing facilities available to its members. There is a computer room in the Library (on the third floor) and a computer room located in the Fisher Building. Between them, the computer rooms house a number of workstations (a mixture of Macintoshes and Windows Workstations) together with laser printers, scanners and a range of appropriate software. The machines are connected to the College network, which is in turn connected to the University network giving access to other computers in Cambridge and elsewhere. Additionally, there are email points in the SBR and further workstations within the Library. These facilities are designed to complement those provided elsewhere in the University and are a node of the University’s Desktop Services (DS) system. Limited instructions on the use of the equipment and software are available in the computer rooms. Additional assistance is available from the University Computing Service who run a number of relevant short courses open to all members of the University.

5.3.2 Registration

All members of the College are entitled to use these facilities, but they must first be registered on the system. All first year students will be registered automatically. Passwords may be obtained by logging onto any public computer room pc and entering the username signup and a blank password. Students will be required to provide basic information including name, date of birth and admission number in order to obtain a user ID.

Access to the College network in student rooms is also controlled by user IDs and passwords. These will be issued in the welcome packs students receive on arrival.

5.3.3 Charges

Use of the laser printers in the computer rooms is subject to a charge of 3p per sheet printed. A colour printer in the Library third floor computer room is also available, printing is charged at 25p per page of A4 and 50p per page for A3. Charges are paid via the University’s DS-Print facility. More information about DS-Print may be found at www.cam.ac.uk/cs/desktop-services/ds-print.
5.3.4 Rules

Use of the computer facilities is governed by the rules set out in Appendix I. These rules are intended to ensure that the use of shared computer facilities for bona fide academic work is neither jeopardised nor disrupted, and to prevent illegal or undesirable behaviour. Users of the computer systems are required to show good sense to ensure that their actions do not intentionally or accidentally result in a loss of service or interfere with the work of others. It is naive to assume that an action is permitted simply because it is possible, or because it is not mentioned in the rules. The College regards misuse of computers as a serious offence and will treat any infringements of the rules accordingly.

College computer facilities are managed by the I.T. Department who are available for advice.

5.3.5 University Facilities

Members of the College are additionally entitled to use facilities provided by the University Computing Service (UIS), including the Desktop Services (DS) system and the Hermes electronic mail system, both of which can be accessed from the College. All first year students will receive a letter from the Computing Service informing them of the systems on which they have been registered, and how to access them. Further details of these services can be obtained from the UIS website.

5.4 Fitness Centre

The Fitness Centre is open to Fellows, Fellow’s spouse or partner, graduate students and their spouses or partners, undergraduates and College staff. The Fitness Centre is equipped with a range of cardiovascular and individual resistance equipment, a multi-station resistance machine and free weights equipment and is located in the basement of the Cripps Building.

Those wishing to join the Club should complete a membership application form online www.joh.cam.ac.uk/draft-fitness-club-application-form. Before membership and access to the facilities are provided students will need to undergo familiarisation training - details of which, together with a copy of the Constitution and Rules, will be issued with the membership application form.

5.5 Guest Rooms

5.5.1 Booking Procedure

There are 12 junior guest rooms available in 64 Bridge Street, bookable not less than 24 hours in advance by resident members of the College through the Accommodation and Bookings Office, or on-line via a form www.joh.cam.ac.uk/guest-room-booking-form. These rooms are available for guests, and for the sole occupancy of each named guest. Four rooms are furnished for twin occupancy. All guest rooms must be vacated by 10:00 (unless
there is already a confirmed booking for the following night). Children under 16 cannot be accommodated. Rooms are serviced each day. Breakfast is not provided on Sundays.

A member of the College may book up to two guests for a maximum of three consecutive nights in a junior guest room. Normal charges will be levied if less than 24 hours notice is given for a cancellation.

5.5.2 Junior Guest Room Charges (including breakfast)

from 1 October 2017

- Single occupancy: £42
- Twin rooms, 2 occupants: £58

(Prices are inclusive of VAT)

5.5.3 Reciprocal Arrangements: Balliol College, Oxford; Linacre College, Oxford; Trinity College, Dublin

The College has reciprocal accommodation arrangements with its sister colleges, Balliol College, Oxford, Linacre College, Oxford and Trinity College, Dublin. Accommodation is offered subject to availability and early application is advised. The agreement is as follows but contact the Accommodation and Bookings Office for full details of how to apply and the charging arrangements.

1. **Balliol College**: all junior members for three nights during Full Term.

2. **Linacre College**: Graduate Students only for three nights (although longer periods can sometimes be arranged) at any time of the year.

3. **Trinity College**: all junior members for three nights during Full Term and Lecture Term.

5.6 Public Rooms

5.6.1 Definition

The public rooms of the College are defined as:
(i) Fisher Building: Castlereagh Room
         Castlereagh Room Annexe
         Palmerston Room
         Boys Smith Room and Annex
         Dirac Room
         Committee Room
         Drawing Room

(ii) The Old Divinity School: Sir Arthur Quiller Couch Room
         Lightfoot Room
         Main Lecture Theatre
         Central Hall
         Teaching Room One
         Teaching Room Two

(iii) Wordsworth Room
(iv) Parsons Room
(v) Old Music Room

These rooms may be booked for academic purposes through the Accommodation and Bookings Office through the College’s Rooms Booking System (www.joh.cam.ac.uk/rbookings). For use for non-academic purpose, see section 5.6.2.

5.6.2 Arrangements for Use by Junior Members

1. Public rooms are an amenity primarily reserved for use by members of the College. They are available on all days of the week and are booked through the Accommodation and Bookings Office from whom forms stating the conditions of bookings may be obtained.

2. Societies and Junior members applying for use of the Palmerston Room, the Fisher Building Foyer should be aware of the preference enjoyed by the privileged bodies listed in Appendix N as well as of the prohibition on parties involving music or dancing in any of these venues on both the Friday and the Saturday of the same weekend.

3. Regulations regarding the use of public rooms are set out in Appendix N.

4. Charges for all public rooms, with the exception of certain usage, are free of charge for all members of the College. Details are set out in Appendix N.

5. The College’s Code of Practice for meetings held on College premises is set out at Appendix F.
5.7 Miscellaneous Facilities and Booking Procedures: Art Room, Drawing Boards, Keyboards, New Music Room, Fisher Building, Old Divinity School and Punts

5.7.1 Supervision Rooms

The following rooms are available for supervisions and may be booked through the Colleges Rooms Booking System (www.joh.cam.ac.uk/rbookings):

i) Boys Smith Room Annexe

ii) Committee Room

iii) Drawing Room

iv) Castlereagh Annexe

v) 1 All Saints Passage (Rooms 1 to 6)

vi) Library Seminar Room

5.7.2 Art Room

The Art Room (located in Merton Hall Garage) is available to all Junior members to use as a creative space. Keys are obtainable from the Cripps Porters’ Lodge. Access may be limited in the event that the room is required for an Art Society or Architectural event.

5.7.3 Architectural Drawing Boards

Undergraduate Architecture students have the option to be loaned a professional architectural drawing board for use in their College room for each year of their studies. The drawing board will remain the property of the College and will be used in the students’ bedrooms and not transported elsewhere during the loan period (October June). A sum of £50 will be charged to the student’s College account in the first loan year as a deposit against repairing or replacing the equipment. Should there be no claim against the deposit; the sum will be returned at the end of the Easter term in the year of graduation. A further sum to cover wilful damage, to a maximum total (including deposit) of £100, may also be levied at any time if deemed appropriate by the College. It is the responsibility of the student to look after the equipment and report any damage or faults which occur during the loan period. Please direct any queries to the Academic Office academic.admin@joh.cam.ac.uk.
5.7.4 Electronic Keyboards

Undergraduate Music students have the option (subject to availability) to be loaned an electronic keyboard for use in their College room for each year of their studies. The keyboard will remain the property of the College and will be used in the students’ bedrooms and not transported elsewhere during the annual loan period (October - June). A sum of £100 will be charged to the student’s College account in the first loan year as a deposit against repairing or replacing the equipment. Should there be no claim against the deposit; the sum will be returned at the end of the Easter term in the year of graduation. A further sum to cover wilful damage, to a maximum total (including deposit) of £250, may also be levied at any time if deemed appropriate by the College. It is the responsibility of the student to look after the equipment and report any damage or faults which occur during the loan period. Please direct any queries to the Academic Office academic.admin@joh.cam.ac.uk.

5.7.5 New Music Room and Fisher Building Music Practice Rooms

The New Music Room in First Court, and the music practice rooms in the Fisher Building, are available for music practice by members of the College Music Society between 08:00 and 22:00 on any day (except Music Room 3 which will be closed from 16th June - 2nd Oct 2017), subject to the following conditions:

1. The Music Society shall, in consultation with the Director of Music, maintain lists of members entitled to book the Fisher Building practice rooms, of those entitled to book the New Music Room, and of those entitled to use the Steinway piano in the New Music Room and the Boston piano in Music Practice Room 4, and shall issue cards to members indicating the level of entitlement. Bookings for these rooms can be made online, first by contacting the Music Society Secretary Hugh Cutting Email: hc460@cam.ac.uk. These cards shall be produced by members, along with a University Card as supporting photographic identification, when signing out keys to the rooms from the appropriate Porters Lodge.

2. No individual may book the New Music Room for more than two hours on any day, without special permission from the Music Society Committee.

3. No food or drink may be taken into any of the rooms at any time.

4. The New Music Room may only be booked for musical use. Any requests for its use by non-members of the Music Society must be submitted to the Chairman of the Society for possible approval by the Music Society Committee.

5. During vacations the above arrangements shall continue to apply, except that the Catering and Conference Department may exceptionally suspend the availability of the Fisher Building practice rooms, or of the New Music Room, on occasions when conference activities in the Fisher Building Foyer or the Old Music Room would be disturbed by their continued use. At least seven days notice of any such suspension shall be given. Any comments on the condition of, or request to move, the pianos or harpsichord should be forwarded to the Choir Administrator.
5.7.6 Fisher Building Rooms and The Old Divinity School

Details of the other activities provided for in the Fisher Building e.g. computer room, badminton and films, can be obtained from the Accommodation and Bookings Office.

5.7.7 Old Divinity School

Rooms

1. Details of the other activities provided for in the Old Divinity School can be obtained from the Accommodation and Bookings Office.

Piano

1. The use of the Steinway grand piano is restricted to those Members of the Music Society who have been approved by the Director of Music or the Director of Studies in Music. Requests for use of the piano should be submitted by completed Application Form to the Choir Administrator not less than ten working days in advance of the respective Recital Hall booking. Keys for this piano are held at the Forecourt Porterss Lodge. Any comments on the condition of the piano and requests for special tunings should be forwarded to the Choir Administrator.

5.7.8 Punts

The College Punt Society operates punts available for hire at [www.joh.cam.ac.uk/punt-society](http://www.joh.cam.ac.uk/punt-society). A limited number of private punts may be moored at the east quay of the lake. Application for mooring permission, for which there is a mooring fee, must be made to the Domestic Bursar’s Office. Punts must also be registered with the Cam Conservators and the appropriate fee paid. They can be contacted on 01223 863785. Mooring requests must be renewed annually.
Chapter 6

Catering Services

6.1 Charges

Meals in Hall and in the Buttery Dining Room are provided, on average, at prime food costs plus a margin.

The services provided by the Catering and Conference Department, including the purchases of alcohol in the Buttery Bar, can be charged to the cashless account associated with a University Card. Students are required to ensure that their accounts are kept in credit, and can do so by topping-up their account with cash or credit/debit card in the College Bar, or via the online service (www.upay.co.uk).

6.2 College Card

Spouses/partners of graduate students living with them in College accommodation will automatically be issued with a card giving access to College facilities including the Buttery Dining Room. Graduate students living in private accommodation may be issued with a card for their spouse/partner on application to the Graduate Administrator.

In the event of loss of a card the Student Services Office should be informed without delay. A charge of £10 will be made for replacement cards. Cards are non-transferable.

6.3 College Hall

Dinner in Hall, at which gowns are to be worn and Grace is said, is a traditional part of College life, and it is hoped that junior members of the College will dine regularly. The Code of Conduct for dining in Hall is at Appendix E. Hall is open from 19:00 and large parties must be in Hall no later than 19:15. Dinner in Hall is at 19:30 on Monday to Friday and at 19:45 on Sundays, with no admittance after dinner has commenced.
6.3.1 Guests in Hall

Up to two personal guests are welcome when accompanied by a host who will be held responsible for their good behaviour. On application to the Dean in person, permission for up to four guests may be granted. E-mail applications will not be accepted. Hosts are required to sign their guests in on arrival in Hall.

6.3.2 Booking System

Bookings for Hall can be made via the computerised system in the College Bar and also via U-Pay Chilli www.upaychilli.com/. Students wishing to bring additional guests to Hall must seek approval from the Dean. The Deans times and application forms can be found in the Deans section of the College website www.joh.cam.ac.uk/office-dean. St Johns College Society events can also be booked via U-Pay Chilli, please note that bookings and cancellations close three working days before an event. There is a cancellation function on U-Pay Chilli, but cancellations must be made by the cancellation deadline. Cancellation deadlines for Hall are before 14:00 the day before an event, or for Sunday bookings, 14:00 on the Friday before. Refunds will NOT be given after the cancellation deadlines.

6.4 Buttery Dining Room

The Buttery Dining Room, which can be entered from Second Court, is open all day, Monday to Friday. The main meal times are as follows:

- **Breakfast** 8:00 to 10:00 (not Sundays)
- **Lunch** 12:00 to 13:45 (13:30 on Saturday or Sunday)
- **Dinner** 18:00 to 19:30

The Buttery Dining Room is also be open Monday to Friday between 10:30 and 11:30 and 14:30 and 17:30 for light snacks and coffee during Term. Up to two personal guests are welcome if accompanied by the cardholder. This facility operates on a cash or College credit card system.

The College card is required at all times as identity for using the Buttery Dining Room.

6.5 Vegetarian Meals

Vegetarian meals are provided in the Buttery Dining Room and on request in Hall. Those requiring vegetarian meals at College feasts etc. will be asked to say so when they return reply cards. Junior members with other dietary requirements should contact the Catering & Conference Manager. Halal and kosher is available in Hall along with gluten free, vegan, dairy and nut-free options, but these need to be booked in advance.
6.6  Food Allergies

Anyone with an allergy should inform the Catering and Conference Manager and the College Nurse before coming into residence. Junior members should also inform the serving staff when dining in Hall, or in other dining rooms.

The Chapel is always willing to accommodate Christians with wheat or grape alcohol allergies who wish to receive Holy Communion. Please speak to the Chapel Clerk or Chaplain prior to services.

6.7  College Bar

6.7.1  Opening Times

The Buttery Bar in Second Court is open at the following times for the sale of snacks, coffee, soft drinks, alcoholic drinks, etc:

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Tuesday</td>
<td>12:30 to 14:30, 18:00 to 23:00</td>
</tr>
<tr>
<td>Wednesday - Friday</td>
<td>12:30 to 23:00</td>
</tr>
<tr>
<td>Saturday</td>
<td>12:30 to 23:00</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:30 to 22:30</td>
</tr>
</tbody>
</table>

No alcohol is served in term time on Wednesday to Fridays between 14:30-17:00. No alcohol is to be brought into the bar from outside. See also Appendix D - Code of Conduct for the College Bar. Alcohol is served all afternoon on Saturday and Sunday.

6.7.2  Purchases

Debit cards and the College Card or cash may be used for alcoholic and other purchases. By prior arrangement with the Catering and Conference Department bulk wine purchases may be obtained on credit.

6.7.3  Guests

Junior members guests must be accompanied at all times. Members are responsible for the behaviour of their guests both within the bar and elsewhere within the College. The College reserves the right to refuse admission to junior members or their guests, and the bar staff have complete discretion over whom they serve, as a means to ensure that orderly behaviour is maintained. See also Appendix K - Guidelines for Bar Staff.

6.7.4  Lost Property

Any items found in the College should be handed into the Forecourt Porters’ Lodge.
Items that are left in areas such as the Hall, Buttery Dining Room and Bar will be taken to the Forecourt Porters’ Lodge when found, however, items left in the Old Divinity School and Fisher Building will be left there until the end of Full Term. After this period, items will be removed.
Chapter 7

Heath and Welfare

7.1 General

The College Health Centre provides confidential health care, advice and information on medical or personal problems, counselling and general welfare support for all Fellows, students and staff of the College. Facilities are available in the Health Centre for the safe disposal of needles, syringes and unused medicines and such items may be deposited with the Nurse during surgery hours. Cardiac defribillators are available in the Forecourt Porters’ Lodge, the Boat House and the Playing Fields.

The Health Centre has a wide range of information on health and general welfare.

The Colleges Health and Safety Policy can be found in Appendix O. Health related advice is also available online at www.joh.cam.ac.uk/health-information.

7.1.1 College Nurse

During term the College Nurse, Emma Dellar is based in the Health Centre, B2 North Court and can be contacted in person, by telephone (01223 338664) or by email nurse@joh.cam.ac.uk.

The Surgeries are held weekdays in the mornings through term. Appointments are available in the afternoons and need to be pre-booked by telephone or email.

The College Nurse can assist in making arrangements to see local Doctors, Dentists Physiotherapists, the University Counselling Service and other agencies.

Emma Dellar is also the College’s Disability Liaison Officer and works closely with the Disability Resource Centre offering support and assistance for students.
7.1.2 Contacting Medical Help

First Aid is available from the College First Aiders, and can be contacted via the Porters Lodges. All accidents in College must be reported to the Porters or the College Nurse.

GPs visit your GP for medical advice, examinations or illness/injury that may require a prescription or treatment. GP surgeries are usually open Monday-Friday 08:30-18:00. The Bridge Street GP Surgery holds a daily Walk in Clinic (no appointment necessary) for young people registered with their practice each weekday from 11:00-12:00. This clinic is for minor illness only (not for repeat prescriptions/on-going conditions).

GP care out of hours (available from 18:00-08:30, at weekends and on public holidays when your GP surgery is closed): call NHS 111 for medical advice and treatment which will not wait until your GP surgery is open.

NHS 111 provides access to confidential advice and information about health concerns including dental problems; available 24 hours.

Local pharmacists are able to advise on treating common illnesses.

Accident & Emergency Department at Addenbrookes Hospital: available 24 hours in an extreme emergency such as a suspected broken bone, a severe wound that requires stitching, suspected heart attack or any other life threatening condition. Please use this service appropriately.

The emergency services (fire, police, ambulance) can be contacted by calling 999. Only call 999 in an emergency.

The Porters must be notified if an ambulance is called to College so they can provide assistance. The Porters must also be notified if a doctor is called to the College at night.

In the event of injury or illness a taxi may be used to take a student to the A&E Department at Addenbrookes Hospital, under the authorisation of the College Nurse but for routine appointments, a student should arrange and fund his/her own transport. If this causes hardship, then the student should obtain receipts and discuss the matter with his/her own Tutor.

7.1.3 Registration with a GP

Students are required to register with a General Practitioner in Cambridge. Students are free to choose any GP practice and the College Nurse is able to give information and advice about this. All new undergraduate students will be given an appointment to meet the College Nurse during the first week of the Michaelmas Term. Students must register themselves with a local GP during the first week of term. New graduate students are asked to register themselves with a local GP practice as soon after arrival in Cambridge as possible. To find health and dental services closest to you please consult the NHS choices website: www.nhs.uk/service-search
7.1.4 Disability Resource Centre

The Disability Resource Centre (DRC) offers information, advice and support to all students who have a disability or a long-term medical condition. The centre’s website can be found at www.disability.admin.cam.ac.uk and the centre can be contacted via telephone 01223 332301 or e-mail: disability@admin.cam.ac.uk.

The DRC provides advice and assistance to students who have physical and mental health support needs such as; Aspergers, dyslexia, depression, repetitive strain injury, back injury (this list is not exhaustive) or who believe they might need assessment. The DRC can provide information and assistance concerning eligibility and claims for benefits, including the Disabled Students Allowance. If you think you may be applicable to receive the DRCs support, please do not hesitate to make contact them directly as soon as possible, or contact the College Nurse for advice and support.

7.1.5 University Dental Service

The University Dental Service is situated at 3 Trumpington Street, Tel. 01223 332860. Treatment with the Dental Service is provided in accordance with NHS regulations and NHS standard charges. In order to be partially exempt from liability to pay dental fees students (other than those from overseas) are advised to obtain a certificate for free prescriptions, before coming into residence.

7.1.6 Personal Health Insurance

Junior members are strongly urged to take out adequate personal health insurance. This is particularly important for those participating in sport as physiotherapy treatment, for example, can be difficult to obtain under NHS provision. The cost of private physiotherapy treatment can be high and the College is unable to fund this.

7.1.7 University Health Service

The University Health Service, which is at Fenners, Gresham Road, is available for advice about health and immunisation before extended travel abroad.

7.1.8 Contraception and Sexual Infections

Confidential advice, practical help and counselling on birth control, sexually transmitted infections, menstruation, sexuality, sex education and related matters are freely available from the College Nurse, your GP or from a sexual health clinic.

Condom machines are located in the toilet blocks of the following Courts:

1. K Staircase, Second Court
2. In the Turret at the back of the JCR, Second Court

Condoms are also available free from the Health Centre and JCR.

If you are expecting to commence a new relationship, would like a check-up or if you suspect that you have a sexually transmitted infection you should seek advice as soon as possible, contact iCash (Integrated Contraception and Sexual Health services) by telephoning on 0300 300 3030 or visit their website www.icash.nhs.uk.

For further information and advice on the Human Immune Deficiency Virus (HIV) and AIDS, contact DHIVERSE at Gwydir Street, Cambridge CB1 2LJ, Tel: 01223 508805 or e-mail: info@dhiverse.org.uk Website: www.dhiverse.org.uk.

7.1.9 Drugs and Alcohol

Drug taking, except under medical direction, is dangerous. The Health and Safety at Work Act 1974 places a duty of care on the College to ensure, as far as is reasonably practicable, the health, safety and welfare at work of staff, students and other users of its premises. The Misuse of Drugs Act 1971 applies to the non-medical use of specified drugs that are only intended for use in medical treatment and the use of specified drugs that have no medical purposes. Such drugs are controlled under this legislation.

The Misuse of Drugs Act 1971 covers three categories of drugs:

1. Class A drugs include: heroin (diamorphine), cocaine (including crack), methadone, ecstasy (MDMA) and LSD
2. Class B drugs include: amphetamines, barbiturates, codeine, cannabis and synthetic cannabinoids
3. Class C drugs include: benzodiazepines (tranquillisers), GHB/GBL, Ketamine, anabolic steroids and benzylpiperazines (BZP)

The Misuse of Drugs Act 1971 defines a series of offences, including unlawful possession, supply, intent to supply, import or export (all these are collectively known as trafficking offences) and unlawful production. It also defines offences for managers and occupiers of premises who allow their premises to be used for certain drug related activity. All of these offences attract criminal penalties.

The Psychoactive Substances Act 2016 covers all drugs previously referred to as legal highs which are not Class A, B or C drugs under the Misuse of Drugs Act 1971 but are also now illegal. While possession of a psychoactive substance is not an offence the act makes it an offence to produce, supply, offer to supply, possess with intent to supply, import or export psychoactive substances; that is, any substance intended for human consumption that is capable of producing a psychoactive effect.

The College regards the unlawful possession or unlawful supply of any of drug as a very serious matter, which will not be tolerated. Students involved in such activity may be liable not only to penalties imposed by the Courts, but also removal, temporary or permanent, from the College. This applies particularly to any student found to be in possession of any Class A drug or dealing in any other classes of drug.
If the College has reasonable grounds to suspect that students are in possession of Class A drugs or dealing in any drug then the police will be informed. The College will fully co-operate with the police in any investigation. Although the Colleges disciplinary process would normally start after any criminal investigation had ended, it may be appropriate for the College to take interim measures before then.

Ultimately the outcome of the Colleges disciplinary process will be dependent on the circumstances and seriousness of the offence. A finding of guilt will not automatically lead to removal from the College. It will always remain an option for the College to deal with first time offences of possession of Class C or B drugs internally without involving the police.

The College will offer all possible support to any student who thinks they may have a problem with drug misuse. The College Nurse, Tutor, Chaplain, students GP and the JCR and SBR Welfare representatives can all provide assistance. The Cambridge University Student Advice Service also provides support and advice around a range of drug issues. Any student concerned about another students drug taking should encourage them to seek advice or help. Any student concerned about illegal drug use in College should report the matter to their Tutor, the Director of Education & Senior Tutor or the Head Porter.


7.1.10 Meningitis

Meningitis

Meningitis is the inflammation of the meninges, the lining surrounding the brain. The organisms that cause meningitis are very common and live naturally in the back of the nose and throat. They cannot live for more than a few seconds outside the body so cannot be picked up from water supplies, swimming pools or buildings. They are spread between people by coughing, sneezing and intimate kissing. Meningitis is particularly prevalent amongst infants and university students it is thought that students are more at risk because they live and work together in close contact, do not necessarily look after themselves properly and get very tired, thus running down their immune systems. The majority of students have been vaccinated against meningitis, but should still be aware of signs and symptoms as the vaccine does not give complete protection.

The symptoms of meningitis are similar to those of flu or a bad hangover and can develop in a few hours or over a few days. Rapid diagnosis is essential.

Some of the symptoms are: high fever, severe headache, dislike of bright lights, stiff neck (cant touch chin to chest), joint or muscle pains, drowsiness, confusion or disorientation, rapid deterioration of health, vomiting repeatedly, rash of tiny red/purple pin-prick spots which may spread to look like fresh bruising. In the majority of cases, the rash does not disappear when pressed firmly, for example if you were to press a glass against it. The rash is harder to see on dark skin.
Do not wait for all the symptoms to appear; they may not.

If you suspect that you or someone you know might have meningitis:

1. Do not wait for all the symptoms to appear. Contact a doctor immediately. The Porters will be able to help you.
2. Explain why you are concerned, describing the symptoms carefully. Ask for advice, be prepared to insist and ask if it could be meningitis.
3. If your doctor is not available, go immediately to the Accident and Emergency Department. Delay could be fatal.
4. If someone is ill and getting worse, even if they have already had medical attention, seek medical attention again.

Further information is available from The National Meningitis Trust operates a 24 hour telephone helpline on 0845 6000 800 (Website: www.meningitis-trust.org).

7.1.11 Sports Injuries

Most sports injuries occur when taking up a new sport or starting again after a long layoff. Training, warming up and cooling down are of paramount importance.

Many sports injuries can be prevented by using correct clothing and equipment, carefully chosen and well fitting. This includes such items as correct shoes/boots, pads, headgear, eye and gum shields. It is wise to break in new equipment gradually to prevent blisters. Gum shields are available from pharmacies or can be custom built by a dentist.

Exercising outside your sport prevents injury and improves performance. Stretching exercises improve flexibility, power exercises increase strength and muscle bulk and fitness exercises make the body more efficient. To prevent muscle injury the major muscle groups should be stretched prior to, and after, physical activity.

It is unwise to exercise until at least an hour after a meal. The College Nurse is happy to discuss any dietary difficulties.

Details of the Colleges Fitness Centre are given in the Student Handbook (General Information for Junior Members) and on the website: www.joh.cam.ac.uk/academic-life.

If you are injured playing sport, stop playing immediately and treat the injury. Do not attempt to play through the pain. Consult a first aider, the College Nurse, or GP.

If the injury appears to be serious, students are advised to go to the Accident and Emergency Department at Addenbrookes Hospital immediately. No appointment is needed and the service is available 24 hours a day.

Information about physiotherapy services, osteopathy etc. is available from the College Nurse (extension 38664) during surgery hours or on www.joh.cam.ac.uk/health-information.

Physiotherapy advice is available by telephoning Physio Direct on 0300 555 0210 from 13:00-17:00 from Monday to Friday inclusive.
All sports injuries occurring anywhere on College property should be reported to the College Nurse.

### 7.1.12 Visual Display Equipment

It is important to ensure that work stations are set up correctly to avoid potential health problems.

1. Adjust your chair and screen to find the most comfortable position for you to work. As a broad guide, your upper arms should be vertical and your forearms should be approximately horizontal. Your eyes should be at the same height as the top of the screen casing.

2. Make sure that there is enough space underneath your desk to move your legs freely. Move any obstacles such as boxes or equipment.

3. Avoid excess pressure on the backs of the legs and knees. Your feet should rest comfortably on the floor. A footrest, particularly for smaller users, may be helpful.

4. Don’t sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeat stretching movements. Take frequent breaks from screen work.

5. Adjust your keyboard and screen to get a good keying and viewing angle. A space in front of the keyboard is sometimes helpful for resting the hands and wrists while not keying.

6. Don’t bend your hands up or down at the wrist when keying. Try to keep a soft touch on the keys and don’t overstretch your fingers. Good keyboard technique is important.

7. Make sure that you have enough work space to take whatever documents you need. A document holder may help you to avoid frequent up and down neck movements and frequent refocusing of the eyes.

8. Try different layouts of keyboard, screen and document holder to find the best arrangement for you.

9. Arrange your desk and screen so that bright lights are not reflected in the screen. You shouldn’t be directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.

10. Make sure the characters on your screen are sharply focused and can be read easily. They shouldn’t flicker or move.

11. Make sure that there are no layers of dirt, grime or finger marks on the screen.

12. Use the brightness control on the screen to suit the lighting conditions in the room.

If you have problems that you think may be connected with screen work you are urged to seek advice. Health matters should be referred to the College Nurse or to your Doctor. The College Nurse and the Computer Services Manager can advise on other issues.
7.2 Welfare

7.2.1 Tutorial Support

Tutors are always available to help and advise their pupils. Tutor drop in times can be seen here [www.joh.cam.ac.uk/tutors-tutorial-times](http://www.joh.cam.ac.uk/tutors-tutorial-times). The Porters have the home telephone numbers of Tutors and will ensure that a student’s Tutor, or if necessary some other Tutor, is contacted at any time in case of emergency. All junior members may if they wish contact a Tutor other than their own Tutor (if that individual is of a different gender from the pupil) should they wish to seek assistance or advice from someone of their own gender.

7.2.2 The Chaplain

The Chaplain, Rev’d Carol Barrett Ford, works from her set, C4 Second Court. She is generally available to all members of the College (or their spouses) during Full Term; either to casual callers or by appointment [cb924@cam.ac.uk](mailto:cb924@cam.ac.uk) on any day except Monday. Carol also has a ‘drop in’ time on Tuesday from 2.30 – 4.30pm.

The Chaplain’s welfare role is to support the college structures by offering college members an independent person who will listen to their concerns, help them examine situations, offer advice or give practical help. The Chaplain has no expectation of religious or Christian commitment from the people who see her, and can be approached on any matter, however personal.

7.2.3 Counselling

Everybody from time to time needs to talk over situations and problems with another person. Sometimes it helps if that person is outside one’s own life and professionally trained. In the College the Nurse, College Counsellor and the Chaplain have experience and formal training in counselling and, as well as the Tutors, are always available to provide support, to listen and advise on a confidential basis.

Counselling requires the giving of sufficient time to help people in distress to uncover and reach some of the less obvious and less acceptable feelings and thoughts which contribute to unhappiness and dissatisfaction. It is a way of helping which uses skills to help people to help themselves, to come to their own conclusions and to decide in what ways they might begin to change both their circumstances and themselves.

The College Counsellor, Susie Renshaw is there to help with personal or work related problems or if you are feeling unhappy, anxious or depressed. You can contact her on s.renshaw@joh.cam.ac.uk.

The University Counselling Service is available to all student members of the University and is free and confidential, although it is necessary to make an appointment.


7.2.4 Other College Support

Advice and help will often be available from personal friends and other members of the College in general. The Junior Combination Room and Samuel Butler Room Committees (including the elected Welfare Officer) should also be helpful.

7.2.5 Accidents: General, Procedure, Reporting

1. General: Everybody has a duty to take reasonable care for their own health and safety and to ensure that their actions/behaviour do not create dangers for others.

2. Procedure: In the event of an accident it is essential that the injured person receives attention by a doctor, a trained nurse or a first aider as soon as possible.

   (i) If emergency medical aid is needed urgently, telephone for an ambulance by dialling 999 (1-999 from a College telephone extension).

   (ii) Give the ambulance staff details of what has happened and how many people have been injured. Tell the ambulance staff exactly where to come and arrange for someone to be there to meet the ambulance.

   (iii) Inform the Porters Lodge that there has been an accident and that an ambulance has been called to College.

   (iv) If first aid is required, contact a College first-aider (lists are held at all the Porters Lodges).

3. Reporting: The College monitors all accidents in College. Any accident, whether or not medical or first aid treatment is sought, should be reported to the College Nurse or to the Porters who keep a stock of the appropriate injury report forms.

Full details regarding general accident and reporting procedures can be found in Appendix O.

7.2.6 PREVENT Guidance

PREVENT is part of a Government initiative set up as a counter-terrorism strategy and as an Education Provider we are obliged to ensure that all students have appropriate awareness of the initiative.

PREVENT is about safeguarding people and communities from the threat of terrorism. PREVENT is 1 of the 4 elements of CONTEST, the Governments counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism. The PREVENT strategy responds to the ideological challenge we face from terrorism and provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support. For more information please see www.ltai.info

Experimenting with political, religious and philosophical ideas will naturally be a part of the University experience for many students and are not generally negative. However, when these thoughts are so far from the norm than an individual begins to see violence as a legitimate means to achieve political, religious or philosophical ends, then we are obliged to intervene.
Radicalisation can take place face-to-face, online, or there have been cases where individuals radicalise themselves. Whilst there is very low risk, a small number of students may be vulnerable to a range of radicalising causes, including religious radicalisation, far-right politics or animal rights extremism.

There is no set pattern to the occurrence of radicalisation but it would be helpful to look out for the following behaviours as single or combined signs for concern:

1. Noticeable changes in peer group or religious practices
2. Sudden or increased isolation from family/social group
3. Extremist political activism or the accessing, possession or distribution of materials advocating extremist views
4. An undertone of grievance or them and us language/behaviour
5. Increased emotional instability, and/or cultural/social anxiety
6. Possession of suspicious items (large amounts of money, multiple passports, possession of unusually large amounts of everyday materials which could be used to make incendiary devices).

It should be noted, however, that many of the above, rather than being a sign of potential radicalisation, may instead suggest other support or welfare needs.

What should you do if you have a concern?

If you believe there to be an immediate threat to the safety of yourself or others due to the action of member of College or that the actions of another member of College may lead to harm to others in the College, University or the wider public:

1. Contact the police directly (dial 999) outlining your concerns
2. Report that you have done so to the Director of Education & Senior Tutor of the students College or the University PREVENT Contact (prevent@admin.cam.ac.uk or 01223 332323). You may choose either at your discretion, depending on the circumstances.

If you have concerns about an event or a member of the College and their vulnerability to radicalisation but do not believe there to be an immediate risk to the safety of the student or others:

1. Raise your concerns with someone in authority, this could be your Tutor, the Director of Education & Senior Tutor, the Chaplain, a Porter or the Senior Tutor of the students College or the University PREVENT Contact (prevent@admin.cam.ac.uk or 01223 332323), outlining the circumstances.
2. The person you have shared your concerns with will then consider these circumstances. They may consider gathering further information or insight from College or University staff to contextualise the information.
3. If appropriate, this person will then share the information and liaise informally together and, if necessary, will liaise with the police and/or the BIS Regional Coordinator (without naming the individual unless appropriate), for advice or further contextual information.
4. On the rare occasion, where severity of concern warrants it, the individual may be referred to external sources of support through the relevant channels.

5. Alternatively, a local package of support may be delivered via the College, in line with its policies on welfare support and safeguarding.

6. If further investigation suggests that concerns are unfounded, no further action will be taken.

7. In all instances, whether action is taken or not, the College PREVENT Lead will be informed of the name of the individual and the facts of action taken (or not taken) to allow for confidentially recording.

For more information about the Collegiate University’s approach to the PREVENT duty, details can be found at www.prevent.admin.cam.ac.uk and a flowchart outlining the procedure for raising a concern under PREVENT can be found at www.prevent.admin.cam.ac.uk/reporting-concerns

7.2.7 Visas

Overseas graduate students are reminded that their visa will normally only be valid for the expected duration of their course.

The College cannot offer individual advice concerning visas or other immigration matters. The University rather than the College is the Sponsoring Authority for the UK Borders Agency, and so it is the University who will write the formal letters for visa purposes. All overseas students are however provided with a statement confirming full-time student status for presentation to other relevant authorities.

Note that the College is obliged to take copies of the Passports and entry documents of all overseas students admitted after April 2009. Overseas students will also need to certify their attendance at certain points during their course; more details will be sent directly to relevant students after their arrival.

Students are advised to consult the UKCISA website www.ukcisa.org.uk for visa and immigration issues.
Chapter 8

Organisations (Social & Sporting)

8.1 Junior Members Extra Curricular Activity (JUMSECA)

8.1.1 Object

JUMSECA is responsible for determining the distribution of funds allocated to it by the College Council between its four immediate beneficiaries; namely, the General Athletic Club (GAC) - comprising the Field Clubs and the Lady Margaret Boat Club, the Associated Societies (AS) - concerned with all College Clubs and Societies, the Junior Combination Room (JCR), and the Samuel Butler Room (SBR). It is to take a strategic view of the opportunities for extracurricular activities and assist the Development Office in preparing cases for appeals for funding of Junior Members activities.

8.1.2 Composition

Members of JUMSECA are; Professor McCave (Chairman & President of the GAC), the Domestic Bursar (Secretary), the Senior Treasurers of the Associated Societies, SBR and JCR, two Council members and the Presidents of the SBR and JCR. There shall be a Quorum of 5 members in order to make a binding decision.

8.1.3 Fee

The annual allocation to the four beneficiaries shall be made each year. The fee for 2017-18 is £147.59 per fee paying student.
8.2 Junior Combination Room and Samuel Butler Room Society

8.2.1 General

These are the representative bodies for the junior members (undergraduate and graduate students) of the College. Appendix A - Code of Practice sets out the constitutions of both organisations as required under section 22 of the Education Act 1994.

8.2.2 JCR Committee: Representation, Social Function, Subscription Allocation, Committee Membership

1. Representation

The Junior Combination Room Committee is elected annually by all the junior members and represents the junior members of the College. It provides one of the channels for discussion of College policies with senior members, as members of the Committee attend various Standing and ad hoc Committee meetings. Representatives (generally the President and Secretary) are also invited to attend Council meetings to discuss issues affecting the junior members. Graduate students are represented on it.

2. Social Function

The JCR Committee is also responsible for organising social events throughout the year. The JCR is situated in Second Court where, in addition to a TV area, there is a lounge area.

3. Subscription Allocation

The annual allocation to the JCR is approximately £21.12 per undergraduate (which includes subscription to the National Union of Students and the Cambridge University Students Union); this allocation is paid out of the student union approved fee.

4. Committee Membership

The members and details of all the JCR Committee are available on their website: www.sjcjcr.com.

8.2.3 Samuel Butler Room: Function, Subscription Allocation, Committee Membership

1. Function

This organisation, which is limited to the graduate students and Affiliated students of the College, endeavours to provide special amenities and to look after their particular needs, including arranging social occasions. The graduate common room (the Samuel Butler Room) is in First Court. Committee members are also invited to sit on various College Committees and representatives (generally the President) are invited to attend Council meetings when issues affecting graduate students are under discussion.

2. Subscription Allocation

The annual allocation to the SBR is approximately £21.12 per Graduate. This subscription is paid out of the student union approved fee.
3. Committee Membership

The members and details of all the SBR Committee are available on their website: www.sbr.soc.srcf.net/about-sbr/committee.

8.3 General Athletic Club

The main College Clubs within the General Athletic Club are Association Football, Athletics, Badminton, Basketball, Chess, Cricket, Croquet, Hockey, Lady Margaret Boat Club, Lawn Tennis, Mountaineering, Netball, Rugby Football, Squash Racquets and Table Tennis.

In the case of sports for which the College does not provide any facilities, for example gliding, golf, riding, and water skiing, up to £50 of the subscription to the appropriate University Clubs can be refunded to members by application to the Senior Treasurer of the College Fields Clubs. Please see section 8.5.

The Lady Margaret Boat Club is the oldest sporting club in the College. It has a fine boat house, and provides facilities and tuition for members of the College to row, whether they have done so previously or are beginners.

The annual allocation per junior member to the GAC is approximately £88.54 which is paid out of the student union approved fee. This serves as a subscription which admits to membership of the constituent clubs.

8.4 Associated Societies

The Associated Societies oversees the promotion of non-sporting activities within the College. Membership is open to all junior members of the College, and paid by an annual subscription of approximately £16.15 from the student union approved fee. This subscription admits to membership of the College non-sporting societies.

Societies are student run, and include those based around a subject of academic interest e.g. Larmor Society (Natural Sciences), and those based on other shared interests e.g. St Johns Picturehouse (Cinema).

New societies can be formed by a committee including two junior members (the President and Junior Treasurer) and one Fellow of the College (Senior Treasurer), who should contact the Secretary or Senior Treasurer of the Associated Societies for full details.

Further details on existing societies, and the requirements for new societies, are available on the Associated Societies website: www.sjcas.soc.srcf.net:25256.

8.5 Financial Support for Students Playing University Sport

A refund of up to £50p.a. of the club subscription of University Sports Clubs is available from the Beard Fund to current students of St John’s College.
Application forms are available on the College website and are to be sent to the Domestic Bursar’s office. Only members of those clubs registered with the Proctors will be eligible to apply.

St John’s College will fund subscription fees (up to a maximum of £50p.a.). For other qualifying expenses 50% can be claimed in only one academic year to a maximum of £400 regardless of the number of clubs you represent.

8.6 Development Office

The Development Office organises events for Johnians, produces alumni publications and raises money to support the College. Junior members are welcome to call into the office (D1 Second Court) to discuss any potential events for current students and old Johnians. We always appreciate information on travel projects and other student activities as features for our newsletters. Further information about the Development Office can be found on the College website: www.joh.cam.ac.uk/johnian.

8.7 Johnian Society

The Johnian Society is run by a small group of Old Johnians and exists to enhance relationships between members of the College, especially those no longer in residence, and to support the life and future development of the College. Current activities include an annual reunion day with a dinner in Hall, a golf competition, a bi-annual lecture by an eminent Johnian and a London event. The Committee is currently looking at other ways in which the Society can work with the College so look out for news on the website www.joh.cam.ac.uk/johnian. The Johnian Society also provides financial support for the College’s Bursary Scheme and awards a number of travel exhibitions to students each year.

A fee of £15 for life membership of the Johnian Society is charged via the College bill to Junior Members on admission to membership of the College.

The College representative on the Committee is Professor Nick McCave.

8.8 The Eagle

The College magazine, The Eagle, is circulated annually free of charge to all present and past members of the College, as are the Johnian Newsletters (two per year).
Chapter 9

Conduct

9.1 Introduction

St Johns College is a residential, academic community where students, staff and fellows work together to advance education, religion, learning and research. Everyone in College shares a responsibility to observe the standards of conduct that will uphold the Colleges aims, promote its social and academic ethos, and support its reputation as an academic community. The College therefore has a Dean whose responsibility is to ensure that the junior members of the College conduct themselves properly, and to ensure that the Colleges rules and standards are maintained. Some kinds of conduct that may be regarded as routine or acceptable in the world at large may not be regarded as good enough in St Johns.

9.2 Discipline

The Dean of College with responsibility for discipline is Professor Laue.

The following shall be Deputy Deans: Dr Wilshaw and Dr Di Bernardo for the academic year 2017-18. Dr Kilburn-Toppin for the Michaelmas Term 2017 and the Lent Term 2018 and Dr McDowell for the Easter Term 2018

The College’s Standing Orders authorise the Dean to impose penalties on junior members who infringe the proper standards of conduct defined in the College statutes or the rules set out in the Standing Orders. The Dean also publishes an annual Statement of Practice which explains some of the more commonly committed disciplinary offences and the standard penalties for them. These are often a community service order and the making of an apology. It is generally not the Dean’s policy to fine students for misconduct. One of the Dean’s main concerns is to keep students on the straight and narrow path where they are likely to flourish in their studies, and to ensure that they make their peace with others who have been affected by what they have done.

All members of the College remain subject to the general law and University regulations. Any junior member who becomes involved in any trouble with the Police or with the University disciplinary authorities should consult his or
her Tutor without delay. Members are responsible for the behaviour of their guests throughout the College and its property.

Certain kinds of serious disciplinary offence may warrant temporary or final removal from the College. These cases are heard by the College’s Disciplinary Committee. This applies in particular to any act of theft or cheating, or to any assault causing harm, or to the serious misuse of controlled drugs. All these forms of conduct are regarded as incompatible with membership of the College. A criminal conviction for an offence may also be regarded as incompatible with membership of the College.

Any interference with equipment intended to protect the health or safety of others, or any action tending to endanger the health and safety of others, is regarded as a disciplinary offence.

9.3 Plagiarism

All learning is derivative, and the purpose of a university education is to enable junior members to develop their own independence and maturity of thought as their academic careers progress. The use of another's formulations and ideas, appropriately attributed, is normal and accepted practice. But the passing off of the work of others as one’s own is not. Moreover it goes to the heart of the integrity of academic life. It is unacceptable and is dealt with severely.

The decision as to when attribution is required demands a degree of judgment and common sense. The attribution to their original source of ideas in a Tripos answer written under examination conditions is likely to go more to evidence of scholarship than being needed to avoid a charge of plagiarism. But any copying and pasting of material in connection with a supervision essay or a dissertation is likely to require attribution. A junior member in doubt in any particular instance should consult his or her Tutor or Director of Studies. See also Copyright, section 5.1.6 and the University Good Academic Practice and Plagiarism information which can be found on www.admin.cam.ac.uk/univ/plagiarism.

9.4 Harassment and Bullying

The College is a community comprising members of all genders, of a diversity of nationalities and ethnic origins, and of all sexual orientations and of all religions and beliefs. It is committed to the protection of an environment free from offensive and unlawful discrimination.

Harassment or bullying on account of race, gender, sexual orientation, disability, religion or belief is incompatible with the proper functioning of College society. Such behaviour may result in disciplinary action and in serious cases may lead to the offenders removal from the College. The College’s policy regarding harassment and bullying is set out in Appendix B.
9.5 Alcohol

The College regards the appropriate use of alcohol by its members as important to preserving its proper social and academic ethos. The College's policy regarding the serving and use of alcohol is set out in P.

Certain instances of alcohol-related conduct are treated as disciplinary offences. It is an offence for a junior member of the College to be drunk and either incapable or disorderly. The Dean does not regard drunkenness as mitigating any conduct but actually as exacerbating conduct which might otherwise have been excusable. In cases where a junior member's inappropriate use of alcohol necessitates a call-out to a student helper or the emergency services, he or she may be liable pay reparation for the costs of attendance. The Dean will not authorise any event which involves binge-drinking or where the proposed use of alcohol would be incompatible with the College's status as an educational charity.

9.5.1 The College Bar

The College Bar is intended to be a social centre which is open to all members of the College and where they will all be welcome. A code of conduct is in force, details of which are given at D. In addition the College is obliged to keep to the various rules that govern its Licence.

9.6 Smoking Policy

In accordance with the current legislation, it is against the law to smoke inside any building on the main College site, or hostels (including common rooms), including the residential rooms of senior and junior members. The College's Smoke-Free policy is set out in full at G.

9.7 Drugs

Drug taking, except under medical direction, is dangerous. Unauthorised possession of certain drugs is a criminal offence, and unauthorised possession or use or supply of such drugs within the College or by members of it is not tolerated. Serious cases will be liable not only to penalties imposed by the courts but also removal, temporary or permanent, from the College.

Any incident involving the suspected misuse of drugs will be investigated by the Dean, and at an early stage the Tutors of all persons about whom there is reasonable suspicion will be informed.

Class A drugs - this category includes LSD, ecstacy, opiates and cocaine

If the Dean believes that Class A drugs have been involved in an incident, whether for personal use or dealing, then the Police will be informed. The College disciplinary process will normally start after the Police and Judicial process
has finished and would normally involve reference to the Disciplinary Committee, but it may be appropriate for the College to take interim measures before then.

**Class B or C drugs - this category includes cannabis and orally ingested amphetamine sulphates**

If the Dean believes a junior member to have been dealing in Class B or C drugs then the police will be informed.

In either case, he would refer the matter to the Disciplinary Committee since the junior member would normally be liable to temporary or permanent removal from the College. The fact that a junior member may be liable to criminal proceedings does not preclude the College from taking disciplinary proceedings against him or her in the meanwhile.

In the case of a junior member believed to be in possession of or to have used a Class B or C drug then one of two courses will be followed. Either the police will be informed, or, in the case of a first offence, the matter may be dealt with internally by the College.

### 9.8 Noise

Music, group conversations and audio equipment inevitably produce problems in a community where many people live closely together. All members of College are expected to be considerate neighbours to those around them. Music, or audio equipment must not be readily audible outside the occupants' rooms, nor be a nuisance to the occupants of other rooms. No television aerial is permitted outside. If requests to turn the volume down prove ineffective, let the porters know. They may then refer the matter to the Dean.

#### 9.8.1 Music

Unamplified musical instruments may be played in junior members' rooms between the hours of 13:00 and 23:00 on Saturdays, and between 13:00 and 21:00 on other days. Permission from the Domestic Bursar is required to have a piano or other keyboard instrument in College rooms.

Music practice by groups or individuals using amplified equipment is not permitted except in the Band Practice Room located in the Cripps basement.

### 9.9 Data Protection

The College policy outlines the type of personal information held by the College on its members, applicants and staff, the purpose for which it is held and processed, where it is held and who it may be accessed by. The policy also sets out the right of the individual to access personal data held on them by the College. All information is held and processed in compliance with data protection law. A copy of the policy can be obtained from the Domestic Bursar or viewed on the College website at [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk).
9.10 Parties

9.10.1 Parties

The permission of the Dean of Discipline is needed in advance by anyone wishing to hold a party or meeting in his or her rooms (whether in College, hostels or in other lodgings) for 12 people or more. It is very rare that the Dean would refuse permission although he may want to be sure that the event is properly conducted so that it does not affect any neighbours. It is usually better to ask for the Deans permission than to try to operate under the radar and have the event go awry. See also Appendix K.

The Dean enforces a quiet time during the examination period in Easter Term. To that end, he will not give permission for the holding of room parties, garden parties, and dinners in the public rooms of the College between the third and last Fridays of Easter Full Term.

9.10.2 Scholars’ Garden

The Scholars’ Garden may be booked for parties between 10:00 and 22:00 from the last day of Easter Full Term until the day before the date of General Admission. The Accommodation and Bookings Office opens bids for bookings at the start of Easter Full Term, and booking bids are generally made by email to that office. The Dean oversees the booking operation. The first priority in booking slots is given to College societies, and if there is a competition for a slot between College societies, priority is then given to whichever bid was received earlier. The Head Porter will arrange for a Porter to oversee the event, for which a charge will be made. The following rules apply:

1. not more than 200 people shall be present;
2. the period of permission should not exceed four hours, to include the setting up and taking down of any arrangements;
3. all activities shall comply with the requirements of the Premises Licence. In particular amplified music is not permitted.
4. all admission to garden parties in the College shall be by invitation only and shall not be subject to a charge levied on entry; and
5. framed marquees may be permitted, subject to such conditions relating to grass protection measures as the Head Gardener may advise.
6. bookings may be made by resident members of the College only who may take responsibility for bookings on behalf of College or University societies.
7. the use of the Scholars’ Garden at other times and on the application of persons who are not resident members of the College may be permitted by the Council. Applications shall be made through the Dean and Domestic Bursar.
9.11 Barbecues in the Gardens of College-owned Properties

Junior members wishing to hold a barbecue in the garden of a College-owned property are asked to adhere to the following rules:

1. The barbecue must be in good condition and working order
2. Barbecues to be used on hard standing areas or gravel paths/parking areas only
3. Barbecues to be at least 3 metres from buildings, cars, tents or similar
4. No accelerants are to be used
5. Barbecues are not to be left unattended at any time while they are alight
6. One person is to be responsible for the barbecue and remain sober
7. Keep any flammable material away from the barbecue
8. Have a bucket (or similar) of water nearby in case of emergency to douse the fire
9. After use, barbecues must be extinguished and when totally cold, cleared away or disposed of in an appropriate way
10. For safety purposes and to avoid noise pollution, the outside element of the event should finish before nightfall and the barbecue should be doused at the same time
11. Junior Members are responsible for their own food safety

9.12 General Rules

9.12.1 Academical Dress

All members of the College and their guests, if they are resident members of another College, wear gowns when dining in Hall. Gowns are to be worn on other formal occasions as directed.

9.12.2 Animals

No pets or other animals, excepting guide dogs for the blind and assistance dogs, are allowed in the College or in College hostels.

9.12.3 Behaviour at Dinners

A Code of Conduct governing behaviour at dinner in Hall is at Appendix E.
9.12.4  Bicycles

It is a requirement of the University that all bicycles must be registered. This is carried out by the Porters during sessions indicated on the Freshers Week Programme. Outside of Freshers’ Week, students can just go to the Porter’s Lodge whenever convenient to register their bike. The College reserves the right to remove and dispose of any unregistered bicycles.

Bicycles may not be ridden or otherwise brought into the grounds, staircases, rooms or courts of the College. Those who live in College may keep their bicycles in the College cycle sheds, but the College does not accept responsibility for loss or damage. A very limited amount of additional storage for high value bicycles is available by application to the Domestic Bursar’s Office.

9.12.5  Cars, Motorcycles, Motor Scooters and Mopeds

Such vehicles may only be kept in Cambridge by students with Tutorial consent and after the issue of a licence by the University Motor Proctor. Such licences are only issued to undergraduates in exceptional circumstances. Any student wishing to apply for a licence or permit should contact the Domestic Bursar’s Office (studentparking@joh.cam.ac.uk) for an application form before bringing a motor vehicle to Cambridge. Motor vehicles of any kind may not be parked within the College except by special permission of the Tutor and the Domestic Bursar. Vehicles parked without permission may be removed at the risk and expense of their owner.

College parking permits are only valid for the academic year in which they are issued and must be renewed by application to the Domestic Bursar’s Office.

9.12.6  Circulars

Leaflets and advertising matter, whether political or otherwise, may be left in pigeonholes to be collected with mail. They may not be distributed to rooms, unless such circulars are signed by a member of the College, that person being presumed to take responsibility for the content. No material may be affixed to outside walls or windows. No circulars may be addressed to rooms in College occupied by Fellows.

9.12.7  Club and Society Dinners

Bookings of the Hall for College club and society dinners require the consent of the Dean and Domestic Bursar. The presence throughout the event of at least one Senior Member of the College, is required at all major sports clubs or society dinners and desserts held either in Hall or in the Wordsworth Room. Alcohol may not be brought to club and society dinners in College by those attending the dinner.

Certain College societies may apply through a Fellow for use of the Combination Room for a dinner or dessert not more frequently than once a year provided that the event is for members of the society only and certain rules are observed.
relating to the presence of Fellows and the time at which the event finishes. This applies to the following Societies: Adams Society (Mathematics), Computer Science Society, Eagles Club and Flamingoes Club jointly, Garrod Society, History Society, Larmor Society (Natural Sciences), Medical Society, Norman Henry Society, Palmerston Society, Purchas Society (Geography), Winfield Society (Law), Film Society, Engineering Society, Economics Society and the Society of Small Subjects. Forms for this purpose should be obtained from the Catering & Conference Department.

9.12.8 Collections of Money

Room to room collections of money or advertising are not normally permitted within the College. Any collection for charity must first be authorised by the President and the Dean of Discipline.

9.12.9 College Buildings and Roofs

Climbing on the outside of College buildings is highly dangerous and is strictly forbidden. Access to the roofs of College buildings is not permitted, other than in emergencies.

9.12.10 Guidelines for the use of Cripps Roof

1. That the area may be used for leisure purposes by member of College during daylight hours only.
2. That the roof be out of bounds after dark
3. That the rules for room parties should apply to the roof area with the exception that such parties must end when it becomes dark
4. That barbecues are not permitted
5. That those using the area must take all litter with them as this area will not be cleared by members of staff
6. That the area be designated a smoke free area

9.12.11 College Staff

Guidelines for College Staff are contained at Appendix J.

9.12.12 Electrical Apparatus

Unauthorised installation of electrical apparatus containing heating elements (heaters, fires, cookers, etc.) is forbidden, as is the use of other electrical appliances which consume over 1000 watts and which do not automatically switch off. All electrical appliances must be manufactured to the appropriate British Standard and must pass the Colleges safety test as detailed in Appendix O.10.
9.12.13 Employment

A junior member may not take paid employment, other than a small amount of supervision/demonstrating, whilst in residence, without the consent of the Tutors as a body.

9.12.14 Firearms and Fireworks

No firearm, air gun or any replica weapon, and no ammunition or fireworks, may be kept in College.

9.12.15 Gratuities

A gratuity may, if a junior member wishes, be given to a bedmaker at the end of term providing it is accompanied by a letter/ note describing the gift, along with the name and room number of the student giving the gift. No other member of the College staff is allowed to accept a gratuity.

9.12.16 Insurance Claims due to Misbehaviour

Where an insurance claim is made by the College for injury to persons or damage to property, arising from the result of misconduct, the insurance company will expect to exercise their rights as insurers to pursue the recovery of sums paid by them under the policy (together with their legal costs) from the individuals involved. Where death or injury result to a junior member, as a result of his or her own misconduct, the Colleges insurers will defend vigorously any claim made by that person or his or her personal representatives alleging liability on the part of the College. Further, the College, quite apart from the position of the Colleges insurers, will hold junior members responsible for any damage they may cause, and that such liability will be in addition to any disciplinary penalty which may be imposed in respect of such damage.

9.12.17 Junior Members Representing the College

Junior members who wish to, or who are asked to, represent the College within the media should immediately consult the SBR/JCR Presidents who will liaise with the Director of Education & Senior Tutor in order to give advice on appropriate representation. Junior members are of course allowed to appear in the media in their own right.

9.12.18 Lawns, Courts and Backs

Junior members are not permitted to walk on the grass lawns in the Courts and grounds of the College, other than in the Scholars Garden. In the Easter Term junior members may sit on the grass on the Backs. Games are not allowed in the Courts or on the Backs, except for croquet and frisbee on the Paddock in the Easter Term.
Food and drink may not be consumed in the Courts of the College. However, during the Easter Term meals from the Buttery Dining Room may be taken on the Backs between the hours of 12:00 and 14:00 and 18:00 - 20:00. All trays, crockery, bottles and glasses must be returned to the Buttery Dining Room and/or Bar as appropriate. The area where meals may be taken is strictly confined to the space between the path and the river bank, in the immediate vicinity of the Kitchen Bridge, marked Members of the College only. This is a privilege which may be withdrawn at short notice upon evidence of any abuse.

### 9.12.19 Meetings

The Deans prior permission is also needed for the holding of College club and society dinners, meetings, parties and dances in the public rooms in College, including the College Bar. The Public Rooms of the College may be booked for meetings on any evening.

During the period of examinations room parties, garden parties or public room parties will not be authorised.

### 9.12.20 Posters

Except with the permission of the Dean, no poster may be displayed in College other than on notice boards. The putting up of flyposters in the town, or on the buildings of other Colleges, is forbidden by the University authorities.

### 9.12.21 Publications

Information published by members of the College (on paper, in electronic form or otherwise) does not represent the College or the University and must not imply otherwise. Nothing may be published which tends to bring the College or University into disrepute or which could endanger their good name and reputation.

Any publication by a member of the College which is distributed in the College or University, or which is in any way associated with the College or University, shall clearly indicate the name or names of the author or authors, and of all other persons responsible for the publication. All such persons shall be jointly responsible for that publication. The owner of any computer connected to the College network is automatically responsible for information published from that machine.

College logos, arms and other images referring directly or indirectly to the College may not be used without the College’s permission. To seek permission, please contact the Communications Office.

Authors and publishers must avoid doing anything illegal, including (but not limited to) the publication of defamatory material; breach of copyright; publication contrary to the Official Secrets Act; incitement to racial hatred or discrimination; the disclosure or transfer of personal information contrary to the Data Protection Act; the publication of pornographic or offensive material. Information published electronically must abide by the regulations governing the equipment and networks by which it is distributed, including the Colleges Rules for the Use of College Computer Equipment (see Appendix 9), the Rules of the University IT Syndicate, the acceptable use policies of the University...
Data Network, and the acceptable use policy of the Joint Academic Network (JANET). Note that the use of University IT facilities for private financial gain or for commercial purposes requires special authorisation.

Copies of printed College publications, both official and unofficial, should be deposited in the College Library by the publisher.

**9.12.22 Rooms**

Rooms in College or College hostels are for the use of those to whom they have been allocated only, and their use on a regular basis by other persons, whether or not members of the College, is not permitted.
Chapter 10

Financial Arrangements

10.1 General

10.1.1 Freshers and other Junior Members

Michaelmas Term

Michaelmas term bills will be issued via email at the beginning of term (October), these will include the room charge and, where applicable, tuition fees charges for the period October to December.

Payment is required by the Friday of the third week of Full Term. Queries on bills should be raised with the Student Services office during the first week of Full Term so that they can be dealt with and the bill still settled within the prescribed period.

Any fresher or junior member who is unable to pay this bill, should download a late payment form from the College website [www.joh.cam.ac.uk/late-payment-form](http://www.joh.cam.ac.uk/late-payment-form) and arrange a meeting with their Tutor. This includes those arriving from overseas if they have not had a chance to open a UK bank account. Accommodation will be provided until the bill can be settled.

Other Terms

Thereafter, for each term a College bill will be sent to each junior member via email at the beginning of term, which will include the room charge and, where applicable, tuition fees charges for that term. There may also be other small charges incurred during the previous term (which cannot be determined in advance) added to these bills such as library fines.

Payment is required by the Friday of the third week of Full Term. Queries on bills should be raised with the Student Services office during the first week of Full Term so that they can be dealt with and the bill still settled within the prescribed period. In cases of difficulty in paying the College bill, a junior member should consult his or her Tutor without delay. A Late Payment form if required will then be completed.
A junior member whose account remains unpaid at the end of Full Term, and where they have not sought mitigation via their Tutor may be referred to Council and may not be allowed to return to College accommodation at the start of the next term, nor will a certificate of residence be provided to the University for the term in question.

Once a student leaves College he/she remains a Johnian, and becomes part of a global community. Alumni of the College enjoy the privilege of dining at the Fellows table up to three times a year (except Saturday) and enjoy wine in the Green Room and Wine Circle (standing Order B3.(i)).

The College will also, on a rotation basis according to the year of admission, invite alumni to attend a Johnian Dinner (Standing Order M2).

Prior to graduation, junior members will receive a final College bill. Students leaving College should ensure their College accounts have been paid in full, because the above privileges will be withheld for any students who have left College on a permanent basis owing money.

If your final College account is in credit you will need to provide your current bank account details to Student Services in order to receive a refund. If the amount by which your account is in credit is less than £5, it has been agreed with the SBR and the JCR that due to the costs and time involved in processing refunds, these amounts will be donated to the College’s Annual Fund, unless specifically requested to be repaid. The College’s Annual Fund is used for student support, teaching and enhancing College life. No refunds will be issued for amounts of £1 or below.

### 10.2 Payment Methods

All payments can be made by cash (up to a maximum of £3,000), debit or credit card, in person or by telephone at the Student Services office or by direct transfer into the Colleges bank account.

All bills are raised in sterling. Any foreign transaction costs, either at the home bank or at the Colleges bank, are the liability of the student and allowance should be made for this.

Please ensure that your college account number (CRSid) is quoted on any transaction.

### 10.3 Funding Bodies

Junior members are responsible for advising the Finance Office each year how their course will be funded. Undergraduates must apply to their funding body for each and every year of their course. This includes Modern and Medieval Language Students, and those reading AMES, on their compulsory year abroad. A reduced tuition fee will still be payable.

All undergraduates requiring student support should apply to the relevant body, either Student Finance England, the NELB, SAAS or DES.

Graduate students, Private and Overseas students and those from the Channel Islands or the Isle of Man who have
either full or partial funding will need to liaise with their funding body to establish how often they must apply for funding assistance.

10.4 Student Loan Payments

If a tuition fee loan has been applied for, this will be paid directly to the College. The termly College bill will include only the tuition fees for which you are directly liable. Junior members, who have successfully applied for a loan from Student Finance to cover their tuition fees, will not be charged these fees on their termly College bills.

If a maintenance loan from the SLC has been applied for, all three instalments of the loan will be paid by BACS payment direct into the junior member’s bank account. However, the first instalment will only be released once attendance has been confirmed to the SLC.

10.5 Estimate of Living Expenses

The basic fixed living expenses at College vary depending on the room occupied. The range of these living costs is:

<table>
<thead>
<tr>
<th></th>
<th>Undergraduates</th>
<th>Graduates</th>
</tr>
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<tbody>
<tr>
<td>Rooms and service in College</td>
<td>£3,392-£5,174</td>
<td>£4,359-£8,142</td>
</tr>
</tbody>
</table>

10.6 Fees

Any part of the Tuition Fee due directly from Junior members will be charged in three equal termly instalments on College bills.

Students who are entitled to tuition fee funding from the Student Loan Company, but choose not to take the loan and therefore pay their own fees, will be billed in the following proportions 25% Michaelmas Term, 25% Lent Term and 50% in Easter Term. This brings the billing in line with Student Loan funding payments and in accordance with the University Ordnances, Chapter I, Section 16.

The University charge different rates of fees depending on the subject studied and the date the course commenced. Further details can be found on the University website [www.admin.cam.ac.uk/offices/planning/fees/index.html](http://www.admin.cam.ac.uk/offices/planning/fees/index.html) or on the College Website. Tuition fee costs will also have been communicated to Junior Members during the admissions process.
Chapter 11

Financial Assistance

The College provides financial assistance to junior members as described below. Except for book grants, all applica-
tions for assistance should be made to the Tutor concerned.

11.1 Hardship Funds

Junior members are expected to manage their financial affairs prudently, to know what income they may expect
and to manage their expenditure to match. But it may be that unexpected events arise (sudden changes in family
circumstances, unanticipated expenses, etc.) which result in financial hardship. The College has funds to help junior
members in such difficulties. One source of support is the Tutors’ Praeter Fund, from which grants or loans may be
made at any point during the year. There are also other funds, grants from which are usually made at one time in the
second half of the academic year. Any junior member in financial hardship should consult his or her Tutor.

11.2 The Learning and Research Fund

The Learning and Research Fund is available to help both undergraduates and graduate students towards half the
costs of the purchase of approved course related books, periodicals, software, hardware, equipment, teaching aid
and towards the full costs of approved course related or research related activities such as conferences, workshops,
summer schools, summer research programmes language courses. The maximum sum payable for 2017-18 is £300
for undergraduates and £500 for graduate students. In the case of graduate students a mortgaging system is allowed,
whereby unspent sums from previous years or expected sums from future years may be drawn upon in respect of the
total period during which the student expects to be paying fees for the current course. An application form can be
downloaded from the College Website www.joh.cam.ac.uk/learning-research-fund-course-and-conference-form.
11.3 Dissertation Expenses

Graduate students can apply to the Graduate Hardship Fund in cases of financial hardship, towards the costs of printing and binding thesis for the PhD, MSc and MLitt degrees. Students should indicate if they will or will not receive a college contribution on their application form. The maximum grant that will be awarded by the College is £45. The total grant awarded will not exceed £75.

For more information on how to apply see the College Website www.cambridgestudents.cam.ac.uk/fees-and-funding/financial-hardship-support-access-funds/hardship-funding

Students may claim the costs of preparing MPhil dissertations from their Learning and Research Fund allowance. Grants will not normally be made towards the cost of preparing dissertations required in some departments as intermediate stages from PhD students, and will only exceptionally be made towards the cost of preparing Fellowship dissertations.

11.4 Travel Exhibitions

Certain special funds exist from which a limited number of Travel Exhibitions and other grants may be made to Junior members. These are as follows:

1. C.W. Brasher Travel Fund, to assist students to travel, preference given to those travelling to some wilder part of the world.

2. Cooper Fund, to assist students not yet of standing to proceed to the M.A. degree to attend conferences or to carry out field work in Earth Sciences.

3. Glyn and Ruth Daniel Fund, to assist students of the College below the status of M.A. to travel and visit archaeological sites in Europe and the Mediterranean countries.

4. B.H. Farmer Fund, to assist undergraduate geographers.

5. Scullard Fund, to assist students who are engaged in the study of Ancient History and/or early Church History, to travel or to visit churches, museums or other places of historical interest in connection with their study.

6. Robert Sloley Fund, to assist students who are engaged in the study of preclassical archaeology to travel, to undertake or assist in excavation or to visit archaeological sites, museums, or other places of archaeological interest, in connection with their study.

7. Hanley Fund, Grants to assist students of agriculture, agricultural science and medicine or some branch or branches of natural science related to one of those subjects.

8. Frank Hollick Fund, to assist students engaged in travel in pursuit of their interest in natural history or the fine arts.

9. Roberts Fund, to assist students who wish to improve their knowledge by travel.
10. Christopher Vincent Travel Exhibitions, to assist students engaged in travel abroad to further international understanding.

11. Ulysees Travel Fund, to assist junior members of the College to explore, climb or undertake other adventurous travel, preferably in more remote parts of the World.

12. Wilberforce and Clarkson (Williams) Travel Fund, for awards to Johnians to work in Africa.

13. Peter Allan Travel Award, for students to travel to the Middle East, Far East or Australia in furtherance of a worthwhile purpose/project which need not, but maybe, academic in nature.

14. Parsons’ Fund, to assist students towards the costs of projects with links to Greece (Modern or Ancient) or the Eastern Mediterranean. To also provide grants towards costs of music projects or to enhance musical skills.

15. Johnian Society Travel Exhibitions are available for a limited number of awards to those with adventurous or innovative plans of travel.

Online application details will be available on the College Website in February each year. Closing date for receipt of completed forms is usually at the start of the Easter Term. Exact dates will be announced on the website. Successful applicants are required to submit an online report by the end of October following their travel.

11.5 Child Care

Grants will be made to junior members to meet half the cost of nursery or other appropriate forms of care for their pre-school age children. The Tutors may consider grants for after school clubs for school age children. In cases of severe need larger grants for this purpose may be made. The choice of nursery or arrangements is a matter for the junior member concerned but the College, in conjunction with three other colleges, has set up the Wolfson Court Nursery operated by kidsunlimited. Further details can be obtained from Student Services.

11.6 Grants for Ph.D. Students beyond the formal minimum duration of their course

Ph.D. students who find that they might have to over-run into a tenth term of research (or thirteenth term for those on four year PhD or MRes+PhD courses) may apply to the College for financial assistance. Students wishing to apply should consult their Tutor in good time.

Application forms for completion by the student and the research supervisor are available from the Graduate Office, F6 Chapel Court.

Applications for grants are determined by the Research Awards and Grants Committee, who expect to receive
11  FINANCIAL ASSISTANCE

1. an account by the research student of progress so far, including reasons for research taking longer than nine terms;

2. a timetable for the completion of research and submission of the dissertation;

3. a statement on the future employment prospects or intentions of the student;

4. information of other possible sources of support that have or could have been approached.

No grant will be made for a period longer than three months. Grants will only be made to students who remain in Cambridge and are treated for College purposes as continuing in residence (see Appendix 10).

Graduate students are reminded that three years is the normal period of the course for the Ph.D. degree and that every effort should be made to complete a dissertation within this time.
Chapter 12

College Calendar 2017-18

Michaelmas Term 2017

**September**
- Friday 29 Freshers Hall

**October**
- Sunday 1 First day of Term
- Sunday 1 Matriculation Service
  - 1 Matriculation Dinner
- Monday 2 Domus Evening (Dinner and Dessert)
- Tuesday 3 Full Term
- Friday 6 Dinner for New Graduate Students
- Weds 18 Graduates dine with Fellows

**November**
- Weds 8 Graduates dine with Fellows
- Friday 24 Dinner for Members of the Foundation
- Saturday 25 Advent Carol Service (including Advent Hall)
- Sunday 26 Advent Carol Service (including Advent Hall)

**December**
- Friday 1 Full Term Ends
- Saturday 9 Christingle Service
- Tuesday 19 Michaelmas Term ends
LENT TERM 2018

January
Friday 5 First day of Term
Monday 15 Domus Evening (Dinner and Dessert)
Tuesday 16 Full Term
Friday 19 Dinner for Graduate Students
Wednesday 31 Graduates dine with Fellows

February
Friday 9 Dinner for Fellows and Undergraduates
Wednesday 28 Graduates dine with Fellows

March
Friday 16 Full Term ends
Friday 16 Cripps Feast
Sunday 25 Lent Term ends

EASTER TERM 2018

April
Tuesday 17 First day of Term
Monday 23 Domus Evening (Dinner and Dessert)
Tuesday 24 Full Term
Friday 27 Commemoration of Benefactors Dinner for Junior Members

May
Saturday 5 Port Latin Feast
Sunday 6 Service of Commemoration of Benefactors
Friday 18 MA Dinner
Saturday 19 MA Congregation

June
Weds 6 Graduates dine with Fellows
Friday 15 Full Term ends
Monday 18 May Concert
Tuesday 19 May Ball
Monday 25 Easter Term Ends
Weds 27 General Admission

July
Saturday 14 Garden Party for Graduate Students and Families
Saturday 20 Congregation
Chapter 13

The Grace

It is customary in College for a Grace to be said before and after dinner in Hall. The reading of Grace before dinner (ante prandium) is usually the duty of a Scholar of the College; Grace after dinner (post prandium) is said by the President or the Senior Fellow dining. The Graces used in St John’s have been in continuous use for some centuries and it is known that the Ante Prandium is based upon mediaeval monastic models.

13.1 Ante Prandium

Oculi omnium in te sperant, Domine, et tu das illis cibum in tempore, aperis manum tuam, et imples omne animal benedictione.

Benedic, Domine, nos et dona tua, quae de tua largitate sumus sumpturi, et concede ut illis salubriter nutriti, tibi debitum obsequium praestare valeamus, per Jesum Christum Dominum nostrum.

The antiphon Oculi omnium, is derived from Psalm 145:15: The eyes of all wait upon thee, O Lord: and thou givest them their meat in due season. Thou openest thine hand: and fillest all things living with plenteousness. (Coverdales translation.)

The collect. Benedic, Domine follows the antiphon: Bless us, O Lord, and these thy gifts which out of thine abundance we are about to receive, and grant that by their saving nourishment we may have power to fulfill the obedience due to thee, through Jesus Christ our Lord.

13.2 Post Prandium

Infunde, quae sumus, Domine Deus, gratiam tuam in mentes nostras, ut his donis datis a Margareta Fundatrice nostra aliisque Benefactoribus ad tuam glorian utamur; et cum omnibus qui in fide Christi decesserunt ad caelestem vitam resurgamus, per Jesum Christum Dominum nostrum.
Deus pro sua infinita clementia Ecclesiae suae pacem et unitatem concedat, augustissimam Reginam nostram Elizabetham conservet, et pacem universo Regno et omnibus Christianis largiatur.

Pour forth, we beseech thee, Lord God, thy grace into our minds, that we may use these gifts, given by Margaret our Foundress and other Benefactors, to thy glory, and together with all who have died in the faith of Christ rise again to life in heaven, through Jesus Christ our Lord.

May God, of his infinite mercy, grant his Church unity and peace, preserve our most august queen, Queen Elizabeth, and grant peace to the whole Realm and to all Christians.
Appendix A

Code of Practice: JCR and SBR
Constitutions

1. The manner in which the requirements of section 22 of the Education Act 1994 are carried into effect by the College Council in relation to the Junior Combination Room and the Samuel Butler Room Society for Graduate Students (including affiliated students) is as follows:

   i. The JCR and SBR are required to have written constitutions, which are subject to the approval of the Council, and to review by them during the course of every fifth academical year.

   ii. Every resident Junior Member has the right not to be a member of the JCR, and every resident Graduate Student has the right not to be a member of the SBR. The JCR and SBR Committees have no representative role except in respect of their respective members. Junior Members who choose not to be members of the JCR or SBR, as the case may be, are not to be disadvantaged thereby with regard to the provision of services or otherwise. Any Junior Member wishing to raise with the College a matter of concern relating to the government of the College should raise the matter with his or her Tutor.

   iii. There is a single major office in each of the JCR and the SBR, namely that of President, and elections to the offices of President are required to be by ballot in which all members of the respective bodies are entitled to vote. No sabbatical office or paid elected office exists in either body.

   iv. The JCR and SBR Committees are required to submit annual estimates to the Council for their approval, and the Constitution of each body provides for the monitoring of its expenditure by the Council, through its Senior Treasurer. Financial reports of the JCR, in the form of audited annual accounts, are required to be made available to all Junior Members and to be submitted to the Council and to be presented for inspection to an Open Meeting of the JCR during the Michaelmas Term. A statement of audited accounts of the SBR is required to be made available to all Graduate Students and to be submitted to the Council. The accounts of each body are required to contain details of all subscriptions and donations made to any organisation external to the College, and to list the organisations external to the College to which the JCR or the SBR, as the case may be, is affiliated.
Immediately following any decision that the JCR shall affiliate with any organisation external to the College, the President of the JCR Committee is required to notify the Council in writing, and to post a notice in a place or places in College where it is readily available to be seen by all Junior Members, stating the name of the organisation and the amount of any subscription or donation to be paid to the organisation. At the Open Meeting for the inspection of the annual accounts a resolution is required to be put for the approval of the current affiliations of the JCR to organisations external to the College. If the resolution is disapproved, then separate resolutions in respect of each such affiliation must be put. Such affiliations as are not approved by separate resolution must then be separately put for approval by the JCR in a Referendum. In addition, in the case of any organisation external to the College to which the JCR is affiliated, a Referendum may be requisitioned by 5% of the members of the JCR by petition to the President, or in the Presidents absence, the Vice-President, to determine whether that affiliation shall be approved. Any affiliation not approved for continuation in a Referendum must be discontinued forthwith, and no further subscription or donation is permitted to be paid in connection with any such affiliation.

Immediately following any decision that the SBR shall affiliate with any organisation external to the College, the President of the SBR Committee is required to notify the Council in writing, and to post a notice on the notice-board of the Samuel Butler Room, stating the name of the organisation and the amount of any subscription or donation to be paid to the organisation. The copy of the statement of audited accounts displayed on the notice-board of the Samuel Butler Room is required to give notice of a meeting of the Committee, at which any member of the SBR shall be entitled to vote on the resolution that the list of affiliations specified in the statement of audited accounts shall be approved. If the resolution is disapproved, then separate resolutions in respect of each such affiliation must be put. Such affiliations as are not approved by separate resolution must then either be discontinued forthwith, or put for approval to a referendum of the SBR. In addition, in the case of any organisation external to the College to which the SBR is affiliated, a Referendum may be requisitioned by 5% of the members of the SBR by requisition to the President to determine whether that affiliation shall be approved. Any affiliation not approved for continuation in a Referendum must be discontinued forthwith, and no further subscription or donation permitted to be paid in connection with any such affiliation.

Any Junior Member who has a complaint relating to the government of the JCR or of the SBR, or who believes him or herself to be unfairly disadvantaged by reason of having exercised the right not to be a member of either body, shall, if a member of the body in question, first address the complaint to the President of that body, or shall, if not a member of the body in question, first address the complaint to his or her Tutor. The person receiving the complaint will investigate it and seek to resolve the matter. If the matter is not resolved to the satisfaction of the complainant, or if the nature of the complaint is such that (in the opinion of the Dean, Prof Laue) it is appropriate that it be addressed formally in the first instance, then the complainant may address the complaint to the Dean, who will investigate it and will either resolve it to the satisfaction of the complainant, or report on the complaint with recommendations for its resolution to the Council. The determination of the matter by the Council shall be final.

The Dean, Prof Laue, may take disciplinary action against any Junior Member in respect of any breach of the Constitution of either the Junior Combination Room or the Samuel Butler Room. He also has power to
investigate and remedy any irregularity concerning any nomination, vote, election, appointment, or other act made under the Constitution of either body.

2. The code set out above is provided for in Standing Order E2 (The Junior Combination Room and the Samuel Butler Room) of the College and in the Constitutions of the JCR and of the SBR, which are included as Appendices I and II respectively to the Standing Orders. The Standing Orders and the most recent audited accounts of the JCR and SBR are available for inspection in the Library.

3. The attention of Junior Members is drawn to the Code of Practice relating to meetings on College premises, which is to be found at Appendix H. The Junior Combination Room and the Samuel Butler Room, as institutions within the College, are subject to the requirements of charity law which ensures that resources are applied to the proper purposes of the College, which are education, learning, religion and research.
Appendix B

College Policy on Harassment and Bullying

B.1 What constitutes harassment?

1. Harassment is the pursuit of a course of conduct the effect of which is to cause distress, anxiety or alarm to another, a course of conduct being understood to involve conduct on at least two occasions.

2. Racial harassment is the commission of intimidating, hostile or offensive acts or the expression of sentiments by a person of one racial or ethnic origin against a person of another, which behaviour is so perceived by that other person and would be regarded as racial harassment by any reasonable person.

3. Sexual harassment is unwanted sexual attention, verbal or physical, that has the intent or effect of unreasonably interfering with the educational or work performance of an individual or a group, or that creates an intimidating, hostile or offensive educational, working or living environment.

4. Intimidating, hostile or offensive acts or expressions towards a disabled person based on or relating to that persons disability constitute harassment.

5. Harassment by a person who is in a position of authority over or has responsibility for the person harassed is particularly reprehensible and will be regarded as an aggravated breach of College policy.

B.2 What constitutes bullying?

1. Bullying, which may take the form of psychological harassment, is defined as intimidation that serves to undermine the self-esteem, confidence, competence, effectiveness or integrity of the bullys victim.

2. Bullying behaviour may include continual undeserved criticism, belittling remarks, imposition of unreasonable deadlines, unreasonable demands for perfection, arbitrary and inconsistent demands, shouting, swearing and offensive language, constant interruption in discussion, and the display of overbearing or intrusive behaviour. Bullying behaviour may also be manifested by electronic means of communication such as e-mail.
3. Bullying is behaviour which may take place between those of different status or those of the same status. Bullying when reinforced by power within a relationship is particularly reprehensible.

4. Behaviour which makes the recipient feel threatened, humiliated or patronised and which undermines his or her self-confidence or self-esteem is unacceptable, whatever the context.

5. The defining features of bullying are that the behaviour is unacceptable to the recipient, is unwanted by the recipient, and would be regarded as bullying by reasonable people.

**B.3 What to do if harassed or bullied?**

1. If you are subject to any behaviour which you find unacceptable or which causes you distress, you should not feel that it is your fault or that you have to tolerate it. Do not hesitate to contact someone about an incident which has occurred only once, if you are concerned about it. Nor should you be deterred from making a complaint by fear of embarrassment, intimidation or publicity. You can seek advice or help in the following ways.

2. Talk about the problem with a friend or some other person whose judgement you trust. The following people may be able to help: other Junior Members (and in particular any specially nominated members of the JCR or SBR Committees), the Chaplain, the Nurse, your Tutor or some other Senior Member to whom you feel you can relate (and in particular a Tutor or other Senior Member of the same gender as you), and the Deans. Any of these people could advise you on a course of action or take the matter up on your behalf. They may suggest ways of resolving the problem which you have not thought of. Confidentiality will be respected and further action will not be taken without your permission.

3. It may be that behaviour which you find unacceptable or which causes you distress is not intended or understood to have that effect. If you feel able to make it clear to the person causing you offence that such behaviour on that persons part is unacceptable to you, this may be sufficient to stop it. Harassment that continues after a clear warning (either from you or from someone else on your behalf) is for that reason a more serious offence.

4. If it appears that the matter is unlikely to be resolved informally, or if the harassment or bullying is of a serious nature, you may wish to make a formal complaint which will lead to the initiation of disciplinary procedures. This should be addressed either to the Dean or to a Tutor. You may be helped or accompanied in making such a complaint by any person who you find supportive. It may be useful in such a case to have kept a note of details and dates of any relevant incidents which have caused you distress, and of your response to them. The Dean or Tutor approached will outline to you the possibilities of further action.

5. If you have been attacked either physically or psychologically, seek help immediately. Any of the people in authority referred to in paragraph 2 above are willing to be contacted at any time. They can give you support and help you decide what to do. Whatever they may advise, the decision of what action to take is yours. The College procedures are not intended to replace the normal processes of the law. If you decide to go to the police you will not be asked to go alone, unless you so wish.
6. In any case of harassment or bullying, in addition to the help referred to above which is available from within the College, the following outside organisations may be able to offer advice and help: the University Counselling Service (tel: 332865); Linkline, Student Samaritan Service (tel: 767575; Rape Crisis Centre (tel: 358314; Citizens Advice Bureau (tel: 0870 126 4010); the Samaritans (tel: 364455).
Appendix C

Code of Practice for Student Complaints

C.1 Introduction

1. The College welcomes comments and suggestions from students. Students wishing to make a suggestion or comment about the College's services, either academic or non-academic, may do so informally by contacting the person in charge of the relevant area, or where it seems appropriate by raising the matter with their Tutor or the Director of Education & Senior Tutor. If a student wishes to express concern or make a complaint about the services received, he/she should do so by following the code of practice set out below. A student who feels unable to do this for any reason should consult one of the persons listed in Code of Practice Appendix C who will give advice about how to proceed.

2. The College expects that normally complaints will be dealt with informally in the first instance. Students with a complaint should seek to bring it to the attention of the College using the procedure outlined here as soon as possible following the occurrence of a problem and normally within one calendar month. Students who are considering making a complaint may wish to seek help or advice from the persons listed in Code of Practice Appendix C.

C.2 Scope of the Code

1. This code of practice covers complaints about any matter under the control of the College which affects the academic progress, or the well-being or circumstances of an individual student.

2. Complaints about matters of College policy should normally be raised through the Committee of Senior and Junior Members. Advice may be obtained from the officers of the JCR Committee or the SBR Committee.

3. A student may wish to complain about a matter that is not within the control of the College but within that of another institution, most obviously the University. A student who is unclear about where responsibility lies may seek advice from his or her Director of Studies, or Tutor or from the Director of Education & Senior Tutor who may take up the matter on the student's behalf.
C.3 Principles

1. The College seeks to provide fair and objective procedures for examining and resolving complaints, and to ensure that its procedures are free from partiality arising from conflict of interest or other sources of bias.

2. No student will be disadvantaged by having raised a complaint in good faith. The College expects that students will not make frivolous, vexatious or malicious complaints.

3. Every effort will be made to maintain the confidentiality of a complainant. However, where a complaint is of a personal nature against an individual, it is likely that the complainants identity would have to be revealed at some stage in all but the most exceptional cases in order for there to be a full and fair investigation. The College will seek to inform an individual complainant of the extent to which his or her identity is likely to be revealed at each stage of the process.

4. Any person who is requested to attend in person as part of the investigation into a complaint is entitled to be accompanied by another member of the College or other appropriate person. This could be a Tutor, another Fellow or a student - including one of the officers of the JCR or SBR Committees.

C.4 Informal procedure

1. Students who experience a problem with the service provided by the College should first raise the matter with the individual who has handled it.

2. If informal discussion does not resolve the situation satisfactorily, the relevant Director of Studies, Tutor or other College Officer should be approached. A prompt response can be expected.

3. The following remedies may be expected where an informal complaint is upheld:
   
   i. An explanation.
   
   ii. An apology and remedial action as and when justified and practicable.
   
   iii. A change of practice or policy.

C.5 Formal procedure

1. In a case where the student feels that the nature of the complaint is too serious to be dealt with informally by himself or herself or through a Tutor, or where an approach under paragraph 4.2 has not produced a satisfactory conclusion, a formal complaint should be made in writing to the Director of Education & Senior Tutor, who will acknowledge receipt and will conduct an investigation personally, or will appoint another senior member of the College to do so. If the complaint involves the Senior Tutor, or if the Senior Tutor has dealt with the matter at an earlier stage, then the formal complaint should be addressed to the Master, who will either conduct the investigation personally or will appoint another senior member of the College to do so.
2. When submitting a formal complaint, the complainant should provide copies of all documents relevant to the case and should indicate the form of remedy that he or she is seeking, without prejudice to the final remedy determined.

3. A full and considered response to the complaint should normally be completed within 40 days and any subsequent remedy implemented with the minimum of delay.

4. The following remedies may be expected where a formal complaint is upheld:
   
   i. An explanation.
   
   ii. An apology and remedial action as and when justified and practicable.
   
   iii. A change of practice or policy.

C.6 Appeals

1. If the formal procedure does not result in an outcome which is satisfactory to the complainant, then he or she may lodge an appeal in writing, with the Master, stating the basis of the appeal.

2. The Master will bring the matter to the attention of the Council for consideration. The Council will exclude from such consideration any person who has been involved with the complaint at an earlier stage. The Council will investigate the complaint ab initio, normally acting through a committee, and reach a conclusion which will be communicated to the complainant by the Master.

3. A complainant remaining dissatisfied with the processes and/or outcome of such consideration of his or her complaint, may apply to the Independent Adjudicator Such application must be made within 3 months of completing the internal complaints procedures. More information can be obtained from the Director of Education & Senior Tutor or from the web site at www.oiahe.org.uk.

C.7 Review of procedures

1. The Director of Education & Senior Tutor will maintain records of the nature and number of complaints dealt with under these procedures, preserving the confidentiality of the complainants, and report to the Council on an annual basis. The Council will review the procedures from time to time, in consultation with the Committee of Senior and Junior members.

2. This code of practice will be publicised in the Student Handbook.

C.8 Persons from whom help may be sought

Help and advice may be sought from anyone; listed below are those contacts with a specific role to assist students.

For undergraduates:
i) Director of Studies (in matters relating to supervision or other academic provision)

ii) Tutor (for any matters)

iii) Director of Education & Senior Tutor

iv) JCR President

v) JCR Welfare Officer

vi) CUSU Academic Affairs Officer

vii) CUSU Welfare Officer

For graduate students:

i) Tutor

ii) Tutor for Graduate Affairs

iii) Supervisor

iv) Secretary of the Degree Committee or other Departmental Graduate Adviser

v) Board of Graduate Studies

vi) Director of Education & Senior Tutor

vii) SBR Officers

viii) Graduate Union/CUSU
Appendix D

Code of Conduct for the College Bar

1. In term, the Bar is used as a social centre by senior and junior members and staff of the College, and their accompanied guests and occasionally by those who attend conferences. (In vacations, those who attend conferences in the College also use the Bar). Visitors are always welcome but should be accompanied by a member of College.

2. All persons using the Bar are expected to conduct themselves in an orderly way, and to refrain from unruly behaviour, singing, games of forfeit, and excessive noise that is disturbing to other occupants of the Bar. Groups that use the Bar in ways detrimental to others may be banned.

3. The Bar staff have complete discretion over whom they serve. In cases where they think that individuals have already drunk too much or are about to do so, or where unruly behaviour is already taking place, they have authority to refuse service.

4. Any junior member or guest who is asked to leave the Bar by authorised staff or by the porters must do so at once.

5. Inside the Bar is completely 'No Smoking'. Smoking is permitted outside the bar but please make sure that you use the bins provided to dispose of your cigarettes. Under no circumstances should they be thrown on the floor.

6. It is not permitted to bring bottles, cans of drink, your own food or food from the Buttery into the Bar. Glasses must never be removed from the Bar.

7. If a glass or bottle is accidentally broken, the person responsible should inform the Bar staff at once and take what steps are sensible to reduce any immediate risk from broken glass.

8. If anyone feels ill they should leave the Bar at once, and if anyone vomits outside, for example in the Court, the lobby or the toilets, then he or she is personally responsible for making sure that the mess is cleared up at once. It is unacceptable and offensive to expect the cleaning staff to do so.

9. Where damage (other than accidental) takes place in the Bar or in its vicinity, for example through vandalism to toilets or glasses, action may be taken by the Dean against all members of the group that is held to be responsible. This could involve a complete closure of the Bar.
10. Junior members who break these rules will be dealt with by the Dean and their Tutors will be informed. Our collective aim should be to establish a situation where no member of the College will feel inhibited or offended by the behaviour of others in the Bar.

11. When leaving the College Bar, please do so quietly if it is late in the evening or in the early hours of the morning. See also Appendix K - Guidelines for Bar Staff.
Appendix E

Code of Conduct for Hall

Dining together in Hall has been one of the central communal acts of the College ever since its foundation. Whilst it is expected that the atmosphere should be convivial, good order must be maintained so that all can enjoy this important and traditional aspect of College life. The Deans, in consultation with the Junior Combination Room Committee, have formulated the following code of conduct.

1. Gowns are to be worn at dinner by all members of the College and guests who are members of other Colleges of the University are expected also to wear gowns.

2. Up to two personal guests are welcome when accompanied by a host who will be held responsible for their good behaviour. On application to the Dean permission for up to four guests may be granted. Hosts are required to sign their guests in on arrival in Hall.

3. Those dining on ordinary nights must be seated by 7.30pm. At special College dinners, those dining should be at the place indicated on the seating plan at the time stated on the invitation and do not change seat places.

4. Those dining should remain seated in their places throughout the meal, and should not leave the Hall until the meal has finished unless they intend not to return.

5. Those present stand in silence during the graces at the beginning and at the end of the meal.

6. Loud conversation, boisterous behaviour or any activity liable to disturb other diners or to inconvenience the staff is not allowed. Singing or drinking games are prohibited.

7. Wine, or non-alcoholic beverages for those who prefer, is served during special College dinners. Wine is served on ordinary nights to those who have purchased wine tickets. No alcoholic or non-alcoholic drink is to be brought into Hall.

8. Children under 16 are not allowed into Hall unless they are Junior Members.

9. Mobile telephones/audible pagers may not be used during dining in Hall and must be switched off if brought in. Photography is not permitted in the Hall whilst the Fellowship are dining.
10. A Porter will normally be present in the Hall to assist in the maintenance of this code. He or she is authorised to ask any member of College, or guest, to leave the Hall in the event of unacceptable behaviour. It is assumed that the intervention of the Dean or of the Senior Fellow present will not be necessary.
Appendix F

Code of Practice for Meetings on College Premises

F.1 Code of Practice issued under Section 43 of the Education (No. 2) Act 1986

1. Section 43 of the Education Act (No. 2) places a duty on the College to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its members, students and employees and for visiting speakers.

2. The section also requires the College to issue and keep up to date a Code of Practice to be followed by students, other members and employees of the College about the organisation of meetings that are to be held on College premises, and about the conduct required of those persons in connection with meetings. This Code of practice therefore applies to all students, other members and employees of the College in respect of meetings on any of the Colleges premises. Outdoor, as well as indoor, meetings etc., on College premises are included.

3. The disruption of the activities of the College, or the interference with freedom of speech or lawful assembly within the College, are forbidden. This rule applies to ALL meetings held on College premises, including meetings organised by conferences and other outside bodies; and members of the College are reminded that actions that disrupt or impede freedom of speech or lawful assembly will also constitute offences under the Universitys regulations for discipline.

F.2 Organisation of Meetings on College Premises

1. Permission is required for all meetings (including dinners) to which speakers who are not resident members of the College are invited and for all other meetings at which more than twelve persons are expected to be present, whether or not the meeting is open to the public. Permission must be obtained from the Dean of Discipline not
less than seven days beforehand, and if a room is to be reserved a booking must be made through the Facilities Administrator. The application for permission should state the name of the member of the College taking responsibility for the meeting, the date and time of the meeting, the place, the name, addresses and colleges (if any) of the organisers, the name of the organisation making the arrangements, and the name of any expected speaker, whether or not a member of the University. This requirement extends to meetings and gatherings in Junior Members own rooms, if more than twelve persons are expected to be present.

2. The organisers of a meeting to which paragraph 1 applies must comply with any conditions set by the College authorities in respect of the organisation of the meeting or other activity and the arrangements to be made. Such conditions may include the requirement that tickets must be issued for public meetings, that an adequate number of stewards should be available, that the services of porters should be hired, that the police should be consulted about the arrangements, that the time and place of the meeting shall be changed, and that the meeting may be ordered to be cancelled on account of a threatened breach of the peace. The cost of meeting the requirements, and the responsibility for fulfilling them, rests with the organisers.

F.3 Conduct at Meetings on College Premises

The organisers of any meeting on College premises, and persons attending the meeting, must comply with instructions given by any College officer or by any other person authorised to act on behalf of the College (including the Proctors) in the proper discharge of their duties. Any person attending a meeting who is not a member of the College may be required at any time to leave the Colleges premises, notwithstanding any payment he may have made to attend the meeting.

F.4 The University

The provisions of Section 43 of the Education (No. 2) Act 1986 apply also to the University in respect of all its members, students and employees and visiting speakers. The College may invite the Proctors to enter its premises and authorise them to act in the discharge of their University duties. Members of the College are reminded that University disciplinary regulations apply on College premises as elsewhere in the precincts of the University, and their attention is particularly drawn to the following University regulations for discipline:

1. No member of the University shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the University or any part thereof, or any College.

2. No member of the University shall intentionally or recklessly impede freedom of speech or lawful assembly within the Precincts of the University. No members of the University shall negligently, intentionally or recklessly fail to give any notice which is required to be given to a University officer or a University authority under the terms of a Code of Practice issued under the provisions of Section 43 of the Education (No. 2) Act 1986.
3. All members of the University shall comply with any instruction given by a University officer, or by any other person authorised to act on behalf of the University, in the proper discharge of his duties.

4. All members of the University shall state their names and the Colleges to which they belong when asked by a Proctor or Pro-Proctor, or other person in authority in the University or in any of the Colleges in the University.

F.5 Other Legal Requirements

The attention of organisers of public meetings and assemblies is drawn to Sections 11 and 14 of the Public Order Act 1986, concerning processions and assemblies. Other legal requirements may affect the conduct of meetings. A speaker, for example, who incites an audience to violence or to breach of the peace or to racial hatred commits a criminal offence. Equally, assemblies of persons, even if directed to lawful purposes, cease to be lawful if they threaten serious public disorder or breaches of the peace.

F.6 Application of the Code

1. Any person who is in any doubt about the application of this Code of Practice to any meeting or public gathering in the College is under an obligation to consult the Dean who will determine whether the provisions of the Code apply.

2. Breach of any of the requirements of this Code may be treated as a serious disciplinary offence.
Appendix G

Smoke Free Policy

G.1 Introduction

The College takes the view that smoking in the workplace is a fire risk, contravenes health and safety regulations and is a health hazard to its members, staff and visitors as a result of passive smoking. This policy recognises that the Health Act 2006 expressly bans smoking in all public places and workplaces and recognises the potential for confusion in the implementation of this policy caused by e-cigarettes which are therefore included in the policy.

G.2 The Policy

The College is a community with large numbers of resident members. This policy is designed to ensure that those who live and work here and who do not smoke are not affected by the smoking of others. This means that smoking and the use of e-cigarettes are prohibited in all rooms inside any building on the main College site and hostels (including common rooms).

Smoking and the use of e-cigarettes are also prohibited in all work vehicles at all times, and in any private vehicles being used on College business when another member of staff is being conveyed.

G.3 Policy Detail

1. This legislation applies to all visitors to the College. Therefore members and staff who meet visitors are required to ensure that they comply with this policy.

2. Smoking and the use of e-cigarettes in Courts or outside buildings is permitted. However, those doing so are strictly to ensure that their smoke does not enter adjacent buildings through doors or windows, and to refrain from dropping cigarette ends. Should problems occur, that area, although outside, may be declared a smoke-free
area. The areas on the College site currently designated as smoke-free are the foyer area outside the Library, Kitchen Lane and Cripps roof.

3. In the event of any breach of this policy, members of College and staff may be subject to disciplinary action: members of the public may be asked to leave the College.

4. The College Nurse is available to offer advice, support and encouragement to those who would like to give up smoking. For free advice and practical support for those people wishing to give up smoking, please see www.camquit.nhs.uk and www.nhs.uk/LiveWell/Smoking/Pages/stopsmokingnewhome.aspx.

5. This policy will be periodically reviewed and any problems arising or raised may result in a reconsideration.

6. Any queries relating to the policy should be raised with the Domestic Bursar.

*Date of adoption: 14 November 2015*
Appendix H

Library Rules

*Note: the administration of the Colleges institutional muniments and records are considered separately in Standing Order A.5.4*

**H.1 Opening Hours**

The Working Library (or New Library) is open to members of the College twenty-four hours a day. The Library is normally staffed from 9.00am to 5.00pm Mondays to Fridays throughout the year. Except by special arrangement with the Librarian, the Old Library is open only during staffed hours.

**H.2 Access to the Building**

1. Outside staffed hours, entry to the Working Library is by University or College card. It is an offence to enter or leave the Library using a card issued to another person. It is also an offence to let any person into the Library building without the Librarian’s permission.

2. The Rare Books Reading Room and the Old Library are normally locked and alarmed outside staffed hours. Fellows are asked, if at all possible, to restrict their visits to the Old Library to staffed hours. If they wish to work in or take visitors into any part of the Old Library at other times, they are requested to make an appointment in advance with the Head Porter, who will try to ensure that a member of his staff is available to disable and reset the alarm systems.

3. Non-members of College wishing to consult collections in the Old or Working Libraries should normally apply in advance to the Librarian. At the Librarian’s discretion they may work in the Library by appointment during normal staffed hours.
H.3 Borrowing Arrangements

These arrangements apply from January 2018. Until this time readers should follow the rules outlined on the College website and advertised in the Library.

1. No book or other item kept in the Upper Library, and no manuscript or other item from the Special Collections held in the Lower Library or other secure storeroom, shall be removed from the Library without the prior approval of the Council, except that the Librarian may agree, under suitable conditions, to the removal of a book by a Fellow for use within the day, but not overnight.

2. Unbound periodicals and other rare or fragile materials held in the Library collections may not normally be borrowed.

3. Borrowing privileges are as follows:

   i Fellows and Chaplain may borrow up to forty volumes, the books to be returned once a year or immediately if needed by another reader. In respect of audio-visual items and maps borrowed by Fellows, the regulations in (iv), (v) and (vi) below shall normally apply.

   ii Every current junior member, College Research Associate, College Teaching Associate, College Post-Doctoral Researcher and any other resident member not a Fellow may borrow up to specified limits on the numbers of items in different formats, as advertised by the Library on its website and in published Guides.

   iii During Full Term, books are issued to resident undergraduates and resident senior members other than Fellows for one week. A loan may be renewed for a further week if the item is not required by another reader. Up to four such renewals are permitted. Books are issued in Full Term to resident graduate students, College Research Associates, College Teaching Associates and to Post-Doctoral Researchers for four weeks and may not be renewed. Books borrowed by graduates, College Research Associates, College Teaching Associates or Post-Doctoral Researchers may be recalled after one week if requested by another reader.

   iv Audio-visual items (CDs, DVDs and other equivalent media in the collections) are issued to all those enjoying borrowing privileges for one week in Full Term. A loan may be renewed up to four times if the item is not required by another reader.

   v Maps are issued to all those enjoying borrowing privileges for two weeks in Full Term. A loan can be renewed up to four times if the item is not required by another reader.

   vi Vacation borrowing. All those enjoying borrowing privileges under (ii) above may borrow up to their quota during the Christmas, Easter and Long Vacations, provided that all items previously borrowed have been returned. Items borrowed over vacations are to be returned by the first Friday of the following Full Term and may not be renewed at that time.

   vii Other members of College have no borrowing privileges. However, the Librarian has discretion to permit the loan of books and other items to members of the College or others who do not enjoy borrowing privileges.

   viii It is an offence to borrow items using a card issued to another member of College.
H.4 Return of Borrowed Items

These arrangements apply from January 2018. Until this time readers should follow the rules outlined on the College website and advertised in the Library.

Books and audio-visual items that have been borrowed from the Library must be returned to the issue desk during staffed hours, or to the appropriate returns box at other times. Maps must be returned to the issue desk during staffed hours, and should not be left in a returns box.

H.5 Late Returns and Lost Items

These arrangements apply from January 2018. Until this time readers should follow the rules outlined on the College website and advertised in the Library.

Junior members, College Research Associates, College Teaching Associates and Post-Doctoral Researchers who exceed the time limit for borrowing will be fined. The fine for the late return of any item is £0.25 per item per day for all items other than CDs and DVDs, for which the fine is £0.50 per item per day. The fine for the late return of a recalled item may be set by the Librarian at up to £1 per day. A junior member, College Research Associate, College Teaching Associate or Post-Doctoral Researcher who loses or who does not return a borrowed item will normally be charged the full replacement cost of the item, including any binding or administrative costs. These fines will from time to time be reviewed by the Librarian, new rates to be approved by the Library and Records Committee and the Council.

H.6 Conduct in the Library

1. Food and alcoholic drink must not be brought into the building. Food purchased from vending machines within the Library may be consumed only in such parts of the building as the Librarian shall from time to time designate for this purpose.

2. Books which have been used in the Library should be returned to a reshelving trolley or to the correct place on the shelves.

3. Bags and coats must be left in the cloakrooms on the ground floor, or in personal lockers.

4. It is forbidden to mark, underline or write in books or journals, or in any other way to damage or deface an item in the Library’s collection.

5. Mobile devices may be used in the Library on silent setting only.

6. While in the Library, readers are expected to conduct themselves in ways that take account of the needs of others in a shared, and often unstaffed, working environment. In particular, they should avoid loud conversations, and should leave workspaces in such a state that others can make use of them. Behaviour or actions which interfere significantly with the use of the Library by other members of the College constitute an offence against this rule.
H.7  Use of Special Facilities

1. Seminar Room. The Library Seminar Room can be booked by members of College for classes and meetings. Such meetings may be held there at any time, although access for non-members of College is available only during staffed hours. General Library rules apply.


3. Silent Study Room. This space is reserved for users who intend to work in an environment with no noise. General Library rules apply.

4. From time to time, responding to perceived need and to reasonable requests from readers, the Librarian may designate spaces within the Library as reserved for silent study, for academic group activity or for other academic purposes. Such arrangements will be clearly advertised, and identified by adequate signage.

H.8  Loan of Library materials for display outside the College

1. Items from the Library collections lent for display outside the College must be insured by the exhibitor. The Librarian shall verify insurance arrangements before any item is loaned.

2. Any permission granted for a loan shall be on the condition that, before an item is lent, arrangements for the security, transport and the environmental conditions under which it will be displayed shall first be approved by the Librarian.

3. The cost of any valuation required of an item requested for loan, and of any transport or other costs necessitated by the loan, shall normally be met by the borrower.

H.9  Copies of College publications

Copies of publications originating within the College shall be deposited in the Library by the author, editor or other publisher.
Appendix I

Rules for the Use of Computer Facilities

These rules are intended to ensure that the use of shared computer facilities for bona fide academic work is neither jeopardised nor disrupted, and to prevent illegal or undesirable behaviour. Users of the computer systems are required to show good sense to ensure that their actions do not intentionally or accidentally result in a loss of service or interfere with the work of others. It is naive to assume that an action is permitted simply because it is possible, or because it is not mentioned in these rules.

These rules apply to all computing facilities provided by the College for its members. These include computer workstations, networking equipment and network connections.

I.1 General

1. Computer facilities are normally provided for use by Fellows, resident junior members paying a College fee, and staff in connection with their employment. The facilities are provided for academic, research, and College purposes. Personal use of the facilities is permitted so long as it does not breach these rules or interfere with academic, research or College use of the system.

2. All use of College computer facilities must be authorised, either explicitly by the issue of a user identifier and password, or implicitly by documentation or convention. User identifiers must be used only by the person to whom they are issued. Attempts to gain unauthorised access to computer systems will automatically be considered to be a serious offence.

3. Members of College may only store encrypted information if they hold the decryption key. The College may require that encrypted material be decrypted for inspection to investigate possible infringements of these rules.

4. All connections to computers outside the College make use of the University Data Network, and the rules of the University Information Services Committee governing its use must be observed. These can be obtained from IT Department or are available on the University Information Services website. Anyone using network facilities to contact computer systems outside the College must also comply with any rules made by the managers of those
systems. All mail and other messages sent from College systems must be identified by a correct electronic mail address. Attempts to disguise the true sender of a message, or to masquerade as another user, are forbidden. Since the College is charged for network access to the outside world, all users must access the web via the cache provided by the University Computing Service.

5. The sending of unsolicited email to large numbers of people is against both College and University rules and may result in the loss of access to both facilities.

6. Users are reminded of the existence of copyright law and of the penalties applicable in the event of breaches thereof. As an academic institution, the College is committed to the defence of intellectual property.

7. Infringements of these rules will be investigated. Minor cases will result in an official warning from the Computer Services Manager, while more serious cases will be referred to the Dean and will be subject to the College’s normal disciplinary procedure.

8. Users of the facilities must treat as privileged any information not provided or generated by themselves that may become available to them through their use of the facilities; they must not copy, modify, disseminate or use any part of it without appropriate permission. Attempting to locate such information by browsing file store or by monitoring communications is not permitted.

9. The use of any College facility, including the network, to transmit, store or display any material which may bring the College’s name into disrepute is forbidden.

I.2 Public Facilities

1. Users of software provided by the College must appreciate that it is subject to copyright and licence restrictions. Unless advised to the contrary, copies must not be made of all or parts of the software.

2. No one shall attempt to circumvent the mechanism by which charges are applied to the use of some facilities, for example printing.

3. No one shall use the computer facilities to hold or process personal data except in accordance with the provisions of the Data Protection Act 1998. Anyone wishing to use the facilities for such a purpose must inform the Computer Services Manager in advance and comply with any restrictions that he may apply concerning the manner in which the data may be held or processed.

4. The playing of games or installation of any software on computer equipment provided by the College is not permitted.

5. All faults with College computer equipment should be reported to the I.T. Department staff. In no circumstances should members of the College attempt repairs themselves.

6. Users of computer equipment must additionally observe any rules relating to the location in which it is installed. In particular, users of the equipment installed in the Library must observe the Library rules.
I.3 Personal Machines

1. The I.T. Department staff must be consulted before privately owned equipment is connected to College facilities. Owners of such equipment must allow representatives of the College access to their machines and to the information stored on them to investigate possible infringements of the rules or to ensure the proper operation of the College network system. Users of such equipment must observe any instructions issued by the I.T. Department staff or the University Information Service, particularly concerning the network protocols and associated addresses to be used.

2. Users’ personal machines must be kept in a condition that does not endanger other users. In particular users are required to cooperate with automated network security checks and to maintain the antivirus and patch software status stipulated by the automated check or by IT Department staff. Failure to keep your own machine safe will be regarded as negligence.

   Personal machines connected to the College network should not run any network aware software other than programmes explicitly designed to provide the following services:

   i  Web browsers
   ii Email clients
   iii Telnet clients
   iv SFTP clients
   v  SSH clients
   vi WinSCP clients
   vii WinSPIRS clients
   viii Non-routing VOIP software

   Software designed to provide the following services is explicitly banned:

   i  Database, file or web servers
   ii P2P software, and also all software employing P2P capabilities
   iii File download management software
   iv Software which is commonly used to covertly access, control or damage other systems

   Tutors may obtain exclusions from this rule.

3. Any personal machine connected to the College network must run software that is secure and up to date. Commercially written software must be supported by the software authors with security updates. Open source software will be evaluated on a case by case basis; the University CERT team will be consulted to determine if a particular package is deemed dangerous. While software of unknown status will generally be presumed to be safe the Computer Services Manager will have the final word on the safety of a given package.
4. The use of excessive amounts of network bandwidth is forbidden. Any user found to be abusing the network will be disconnected and referred to the Dean. ‘Excessive use’ is to be understood in terms both of the quantity (anything over 10 GB per day) and of the nature of the material imported. The presence of software designed to accomplish potentially illegal activities will be taken as an indication of intent to disregard this rule. Users wishing to be allowed access to high bandwidth facilities may seek permission from their Tutors.

5. Engaging in activities which may be reasonably construed as an attempt to breach the security of any remote system is not allowed. These activities include but are not limited to: port scanning, packet sniffing and password cracking.

6. Members are not allowed to attach any device that manages, routes or shares network access. This prohibition explicitly includes, but is not confined to software or hardware (including wireless) routers. In areas where the College does not provide a wireless network service, members are allowed to connect personal wireless access points, but these must be configured by IT Department staff.

Infringement of any of these rules constitutes a disciplinary offence in respect of which the Dean may apply sanctions including temporary or permanent deprivation of access of computer facilities. Access will normally be withdrawn during investigation of an alleged offence.
Appendix J

Graduate Students towards the end of their PhD Courses

J.1 Liability for Fees

Graduate students reading for the three year Ph.D. degree who overrun into a tenth or subsequent term, and Graduate Students on four year PhD or MRes+PhD courses who overrun into a thirteenth or subsequent term, will automatically be granted exemption from University Composition Fees whether or not they are resident in Cambridge.

J.2 College Status of Students towards the end of their PhD Courses

Summary

The possible categories are summarised below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>CS</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Before Submission</td>
<td>i) In Residence, working on Thesis</td>
<td>CS</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>ii) Working Away</td>
<td>CS</td>
<td>N(H)</td>
</tr>
<tr>
<td></td>
<td>iii) Intermittent</td>
<td>CS</td>
<td>N(H)</td>
</tr>
<tr>
<td></td>
<td>iv) Removed from the register</td>
<td>NCS</td>
<td>N</td>
</tr>
<tr>
<td>B. Between Submission and Viva</td>
<td>i) In Cambridge, preparing for viva</td>
<td>CS</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>ii) In Cambridge employed within or without the University</td>
<td>CS*</td>
<td>N(F)</td>
</tr>
<tr>
<td></td>
<td>iii) Not in Cambridge</td>
<td>CS*</td>
<td>N</td>
</tr>
</tbody>
</table>
C. After Viva Result

i) No Corrections
   NCS N(F)

ii) Minor Corrections - in progress
    CS A

iii) Minor Corrections - completed
     NCS N(F)

iv) Major Corrections, no second viva required - progress
    CS A

v) Major Corrections - completed
    NCS N(F)

vi) Resubmission and second viva required - back to Section A
    CS A

vii) Working Away
     CS N(H)

D. After Approval for Degree

i) If from inside the UK
   NCS N

ii) If from outside the UK
    NCS N (F)

Key

A = Entitled to College Accommodation

N[H] = No Entitlement to College Accommodation, but may be allocated a Hostel Room if available

N[F] = No Entitlement to College Accommodation, but may be allocated a Furnished Let (Couple or Family Accommodation) if available

N = Not eligible for College Accommodation

CS = Current Student - Full use of College Facilities as detailed below

CS* = Current Student not studying Full Time in Cambridge Limited use of College Facilities

NCS = Not a Current Student, only alumni privileges

Details

Section A: Before Submission

Students will fall into one of these four categories. It is no longer possible to remain a student without applying either to Intermit or to Work Away. Those who are not in Residence, Intermitting or Working Away will be removed from the Register. This applies whether or not the student remains in Cambridge.

Category A(i) In residence, working on Thesis

At the end of each term from the ninth term (or thirteenth term in the case of those on four year courses) onwards graduate students wishing to be treated as remaining in Residence for the following term should inform the College of that fact by indicating it on the Confirmation of Residence form.

Such students shall:

i) undertake to engage in full-time study for the period up to the date of completion of their dissertation, or by the end of the following term, whichever is earlier; and

ii) undertake to notify their Tutor in the event of any change of circumstance in the period up to the beginning of the following term. Such students shall then be treated as remaining in residence for the following term provided that they are not removed from the Register of Graduate Students by the Student Registry.
Students who are treated as remaining in residence in accordance with the above shall be:

i. eligible to be considered for College Accommodation;

ii. liable for relevant College charges in respect of services received;

iii. eligible to be considered for support administered by the Research Awards and Grants Committee for the period they have certified;

iv. entitled to benefit from grants from other College funds according to the normal principles which apply;

v. entitled to use College facilities, and

vi. invited to any relevant College entertainments.

Category A(ii) Working Away, A (iii) Intermitting

All Students in these categories shall

i. be eligible to be considered for support administered by the Research Awards and Grants Committee;

ii. be entitled to benefit from grants from other College funds according to the normal principles which apply;

iii. be liable for relevant College charges in respect of services received;

In addition, those remaining in Cambridge

i. may, by agreement with the Tutor for Graduate Affairs and with the consent of their Tutor, be accommodated in College accommodation, provided that students in residence are given priority in respect of College accommodation

ii. use other College facilities as if in residence;

Category A(iv) Removal from the Register

Those who have been removed from the Register no longer have student status, and as such are no longer eligible to be allocated College Accommodation or to use College facilities. Where a student has a realistic expectation of being returned to the register very shortly in order to submit his or her thesis he or she should contact the Graduate Administrator to ensure his status is changed without undue delay.

Section B: Between Submission and Viva

Category B(i) In Cambridge, preparing for viva

Students in this category have the same obligations and entitlements as those in Category A (i)

Category B(ii) In Cambridge, employed within or without the University

Students in this category have the same obligations and entitlements as those in Category A (ii) and A (iii)

With the exception that:
i they may not be accommodated in College Graduate Hostel accommodation but may by agreement with the Tutor for Graduate Affairs and with the consent of their Tutor, be accommodated in College Furnished Let (i.e. Family or Couples accommodation), provided that students in residence are given priority in respect of College accommodation. Such accommodation will be charged at the commercial rent for the property.

ii they have limited access to College facilities (CS*) as detailed below.

Category B(iii) Not in Cambridge
Students in this category have the same obligations and entitlements as those in Category A (ii) and A (iii)

i they have limited access to College facilities (CS*) as detailed below.

Section C: After Viva Result

Category C(i), C (iii) and C (v) Students who have no corrections, or who have complete major or minor corrections

i cease to be current students and hence are no longer entitled to use College facilities, but see J3 below.

ii may not be accommodated in College Graduate Hostel accommodation but may by agreement with the Tutor for Graduate Affairs and with the consent of their Tutor, be accommodated in College Furnished Let (i.e. Family or Couples accommodation), provided that students in residence are given priority in respect of College accommodation.

Category C(ii), C (iv) and C (vi) Students who have further work to do on their thesis and who are undertaking such work in Cambridge
Students in this category have the same obligations and entitlements as those in Category A(i)

Category C(vii) Students who have further work to do on their thesis and who are undertaking such work outside Cambridge
Students in this category have the same obligations and entitlements as those in Category A(ii) and A (iii)

Section D: After Approval for Degree

Once the degree has been approved a student shall not normally be allocated College Accommodation.

Students from outside the UK who wish to graduate in person may, if it is impractical for them to return to their home country beforehand, by agreement with the Tutor for Graduate Affairs and with the consent of their Tutor, be accommodated in College Furnished Let (i.e. Family or Couple’s accommodation), provided that students in residence are given priority in respect of College accommodation.
J.3 Change of Status

Students will be informed of their change of status within College by the Graduate Administrator. This change will take effect as detailed below:

J.3.1 Accommodation

Once a Student’s entitlement to College accommodation has ceased.

i Hostel Accommodation  Students residing in a College Hostel who wish to remain in their accommodation may be allowed to stay on until a date no later than the end of the Term in which their entitlement ceased provided the Accommodation and Bookings Manager and the Tutor for Graduate Affairs are in agreement and the room is not needed for any other College purpose. Otherwise, the Accommodation and Bookings Manager will give the student one month notice to move out.

ii Couple and Family Accommodation  Students residing in Couple or Family Accommodation may stay until the end of their contract/licence.

No further licences for hostel rooms will be issued once a student has passed their Viva. The spouse/partner of a student ordinarily resident in Couple and Family Accommodation may remain in the accommodation whilst the student is Working Away.

J.3.2 Pigeon Holes

Pigeon Holes are allocated only to current students. Those who cease to be current students or those in category CS* will retain access to their pigeon holes until the end of the term in which their status changes. Those whose status changes during the Long Vacation will retain access until 31st August.

J.3.3 Buttery, 24 Hour Library Access, SBR, Fitness Centre

Entitlement to use these facilities will continue for one month, or until the end of the relevant term, whichever is sooner.

Students whose access to College facilities is about to cease should contact the Graduate Administrator if their circumstances mean that these deadlines are not appropriate. In particular students in categories C(i), C(iii) and C(v) may, on application to the Graduate Administrator be allowed to retain some access to College Facilities if appropriate.
J.4 Council Tax Exemption

i Graduate students who have not yet completed the required number of fee paying terms (nine or twelve as appropriate) and those who have completed their fee paying terms but are treated as remaining in residence in accordance with (J2.Ai) above shall be certified for Council Tax purposes as being a full-time student with the end date of their course given as their expected graduation date as given on CamSIS.

ii Graduate students not resident in Cambridge who have completed the required number of fee paying terms, but who have not yet completed their dissertation and are still engaged in full-time study will be certified by the College for exemption from Council Tax as above, with the end date of their course given as their expected Thesis Submission Date as recorded on CamSIS.

iii Students who have submitted their dissertations but who have not yet fulfilled all the requirements for their degrees will be initially certified until the day before the beginning of the following term provided they confirm they are not in full time employment. Such certification will be renewed if necessary.
Appendix K

Guidelines for College Staff

K.1 Porters

K.1.1 Access to Junior Members Rooms

A porter may be required to contact a junior member in their room for many reasons. The porter can determine whether the junior member is in their room by knocking on the door or telephoning them. Junior members should be addressed politely at all times. If a junior member is rude or abusive to any College staff then the behaviour should be reported to the Dean. A junior members room should only be entered by a porter upon invitation except under the following circumstances when the use of a master key or access card is permitted:

1. to check that residents have responded to fire alarms
2. if a porter has reasonable grounds to believe that there are concerns for the welfare of a student
3. if a porter has reasonable grounds to suspect that the property may be at risk
4. if a porter has reasonable grounds to suspect that excessive noise or other disturbance is emanating from the room
5. if a porter has reasonable grounds to suspect that unlawful drug use is occurring or has occurred

Every such entry into a room must be reported to the Head Porter and an explanation should be provided to the junior member if requested.

K.1.2 Action in the case of a suspected breach of College rules

1. The maintenance of good order in the College is the responsibility of the College Officers.
2. The responsibility of the Portering Staff, in relation to the junior members, is primarily to advise junior members of College rules and to report breaches through the Incident Report system.

3. If a Porter suspects that a junior member has breached College rules, then the individual should be informed politely and clearly at the time that the Porter believes a breach of rules, to be specified at the time, has occurred and that the matter is being reported. The matter then passes over to the Dean and the Porter should not offer any views on any possible outcome.

4. A Porter may ask a junior member to identify himself/herself. The Porter should at the same time identify himself/herself to the Junior Member. The junior member is expected to co-operate with such an enquiry.

5. The investigation of alleged breaches of College rules is the responsibility of the Deans. The Deans may delegate aspects of the investigation to the Head Porter.

K.2 Closing Room Parties

1. After midnight all authorised parties should be closed. The person to whom permission was granted should be informed calmly and explicitly that the party must close. As part of this instruction the host must be told that all amplified music should cease immediately. This request can be made outside the room if appropriate. If the host is unavailable another individual or group should be chosen and informed that the party should close, the names of these should be noted.

2. It is reasonable to allow 15 minutes for the guests to disperse.

3. If the first request is ignored then a second request should be made, stating that guests must disperse within 15 minutes. A note should be made of the person to whom this request has been made and this name and the name of the person to whom the first request was made should be reported to the Dean.

4. If this second request is ignored the Head Porter/Deputy Head Porter (whichever is on duty) should be contacted. The Head Porter/Deputy Head Porter may then contact the Dean.

5. All unauthorised parties should be closed using the same procedure as for authorised parties except that the party should be closed immediately and the occupants of the room reported to the Dean.

6. In the case where a Porter suspects that a breach of College Rules has occurred and that an individual can be identified:

   i  the individual should be informed that the Porter believes a breach of rules has occurred;

   ii the matter should be reported to the Dean

   iii at no time should a Porter offer views on what the Deans action may be.

7. The responsibility for enforcing College rules lies with the College Officers.
K.2.1 Arrangements for Access to the Chapel Tower

1. Access to the Chapel Tower is available to junior members except in the case of undergraduates from the beginning of the Easter Term until the Saturday of the second week in June.

2. The keys for the Chapel Tower are retained in the Forecourt Porters Lodge and must be signed for.

3. Visits to the Chapel Tower are permitted during daylight hours only.

4. The Porters have strict instructions to ensure:
   i. that the key to the Tower staircase is issued only to members of the College, whether currently in residence or not, or to other persons presenting the Domestic Bursars signed authority
   ii. that no junior member of the College ascends the Chapel Tower unaccompanied
   iii. that under no circumstances does any person under the age of 18 ascend the Chapel Tower unaccompanied by a responsible adult
   iv. that no group ascending the Tower exceeds 5 persons
   v. that suitable footwear is worn
   vi. that no one is either on the Tower itself or on the staircase to it while a service is in progress in the Chapel
   vii. that the key is not issued in inclement weather;
   viii. that the key is not issued when the member of the College requesting it is incapacitated;

K.3 Bar Staff

1. The Bar Staff have complete discretion over whom they serve.

2. Notwithstanding this discretion, they must not serve anyone who is, or appears to be drunk, or whom they judge to have drunk enough, or whose behaviour is tending to affect the ambience of the bar.

3. The Bar Staff may request that a junior member or guest leave the Bar if he or she is, or appears to be, drunk. If this occurs without any difficulty then the incident need not be reported.

4. A junior member or guest who is abusive to Bar Staff, refuses to leave the Bar when requested, or is offensive toward other people in the Bar should be reported. This report may be made immediately or the next morning.

5. Any more serious incident, such as assault, theft or vandalism must be reported immediately.

6. Reports should be made to the Senior Porter on duty.
Appendix L

Maintenance and Cleaning Procedures and Guidelines for Staff Access to Rooms

L.1 Maintenance response times

Requests for maintenance will be carried out within the following timescales from notification:

1. Category 1 - Emergencies - within 4 hours
2. Category 2 - Important - within 10 working days
3. Category 3 - Routine Repairs - within 30 working days

The above response times are subject to the availability of labour and materials, in which case temporary repairs will be affected to ensure safety and, where possible, comfort. If necessary for safety, alternate accommodation will be provided.

L.2 Maintenance procedures

There is an online form for maintenance requests (e.g. plumber/electrician) for College properties, which can be accessed via http://www.joh.cam.ac.uk/new-online-maintenance-request-form. This form is available to all members of the College to use. There are also paper forms available in the Porters’ Lodges.

For gas, water leaks and overflows, structural movements, live electrics or any other emergencies please call the Maintenance Department on 01223 338705 on weekdays or the Porters on weekends 01223 338671.

Please also take into account that the maintenance department is closed over the weekend. If you have anything on a Friday that will not last the weekend, such as blocked drains or security risks, please call the Maintenance Department
Unless there has to be an escalation of urgency (eg from Routine to Urgent), it should be assumed that the repair will be effected within response times guidelines, and hastening should not be required. If the Maintenance Department find themselves unable to meet the timescale because of a lack of materials, they must advise the person who raised the report, by email, of the anticipated delay and the reason, and reschedule the work accordingly, creating an audit trail on the records. Only in exceptional circumstances will a lack of labour be an acceptable reason for failing to meet the service target.

L.3 Out of working hours

At any time outside normal working hours the porters are authorised to activate such call-outs for category 1 incidents and category 2 incidents at weekends and bank holiday periods.

L.4 Cleaning routines

College cleaning staff (bedders) are responsible for the cleaning of College/Serviced Hostel rooms and communal areas, on a weekly basis, excluding weekends and Bank Holidays as follows:

1. Weekly
   
   i. Kitchens. Please ensure the sink and work surfaces are cleared to enable the work to be carried out. The occupant is responsible for the washing up.
   
   ii. Bathroom/toilet areas
   
   iii. Bins are emptied
   
   iv. Rooms cobwebbed and dusted
   
   v. Public Areas kitchen/bathrooms adjacent to rooms. Cleaned daily - please ensure surfaces are cleared to enable work to be carried out.
   
   vi. Floors are vacuumed/polished/mopped depending on floor type.

2. Out of Term

   Bedding (duvet, pillows and under blankets) are cleaned on a rolling programme, usually during vacation periods.

L.5 Guidelines for cleaning staff entry to rooms

The guidelines for cleaning staff to enter rooms are as follows:
1. Wear uniform and display ID at all times

2. Knock on the door and allow sufficient time for the occupant to open the door or call out a response

3. If there is no response after a second knock, use the key to enter the room and loudly announce presence

4. If the occupant is asleep or in the shower, leave the room and return later

5. If access is still unsuccessful contact the Supervisor

6. When working in the room, ensure the door is secure at all times, do not allow anyone other the known occupant to enter the room, and secure the door on completion.

L.6 Guidelines for maintenance staff access to rooms

Unless in emergency, maintenance staff will not enter a room in response to a maintenance request without the occupant having been being notified by email that a request has been received and its category. The email will not state a specific time but will ask that the occupant notify the Maintenance department if entry will be inconvenient. On arrival at the room following the email notification, maintenance staff will act as follows:

1. Display ID at all times

2. Knock on the door and allow sufficient time for the occupant to open the door or call out a response

3. If there is no response after a second knock, use the key to enter the room and loudly announce presence

4. If the occupant is asleep or in the shower, leave the room and return later

5. If access is still unsuccessful, report to the maintenance office

6. When working in the room, hang a sign on the door, ensure the door is secure at all times, do not allow anyone other the known occupant to enter the room, and secure the door on completion.

A form will be left in the room stating that maintenance have called.
Appendix M

Terms and Conditions for Occupation of Accommodation

M.1 General

These terms and conditions apply to the occupation of rooms by junior members of the College. Lettings are on the basis of a Licence, signed by the Licensee and on behalf of the College before the commencement of occupation. The College reserves the right to vary the room allocated from time to time during the course of the Licence and to vary the accommodation charge accordingly (but consideration will be given to the financial circumstances of the Licensee where hardship might result). The use of the rooms provided is for the Licensees own single occupation only (or occupation with his or her co-licensee(s) in the case of a shared set of rooms). The Licence also permits the Licensee to use any furniture, fittings and equipment in the rooms provided, and to use communal facilities.

M.2 Maintenance works and service

1. In the Room subject to a Licence and elsewhere on College premises, the College reserves the right to carry out maintenance works which may include; repairs and decoration, building works (including noisy works), maintenance of plant, equipment, gas appliance servicing, window and guttering cleaning, exterior/interior painting and maintenance of network facilities (which may involve disruption to or loss of service).

2. The College will make reasonable endeavours to minimise any disruption caused to Licensee by maintenance works, and the Licensee will permit the College reasonable access for such works. The Colleges reasonable endeavours may include, for example, consideration in setting the start and end times for works or endeavouring to schedule works outside term-time.

3. The College may require the Licensee to vacate his or her room for maintenance works, in which case:
M.3 Termination

1. The Licence is for a fixed period as laid down on the signature form. It expires at this license period without further notice being given.

2. The Licence may be terminated by the College with four weeks notice in writing or via email upon the Licensee ceasing to be party to the Student / College Contract or ceasing to be treated as continuing in residence, whether by reason of withdrawal, postponement, suspension, exclusion or otherwise. For this purpose, a person is studying in the College if he or she is engaged in a course in the University, or some other course of study approved by the College, and is assigned a Tutor; and a person is treated as continuing in residence if he or she is so treated in accordance with Appendix J in the Student Handbook. Where this Licence was entered into a time when the Entry Conditions of the College were not satisfied by the Licence and have not subsequently been satisfied, the College may terminate this Licence on such notice as it reasonably considers necessary or desirable.

3. This Licence will terminate on such notice as is fair and proportionate in all the circumstances of the case if, in consequence of the College disciplinary procedures as indicated in the Student Handbook, it is determined that the student has committed an offence against the discipline of the College justifying its termination.

4. The right to occupy College accommodation under this Licence may be terminated with four weeks notice in writing or by email if the Licensee is in debt to the College and, in accordance with the Standing Orders of the College, it is determined that there are no mitigating circumstances to justify the continued residence of the Licensee until the debt is paid or if the Licensee is in material breach of any of these terms and conditions.

5. The Licence may be terminated with four weeks notice in writing or by email by the Licensee to the Accommodation and Booking Manager during the period of the Licence.

6. If a Licensee in a shared set for two decides to vacate the Room before the Licence End, the vacating Licensee will be charged the costs incurred in relocating them or an appropriate fixed tariff. The remaining Licensee has a four week grace period in which to occupy the shared set alone at an unchanged Accommodation Charge. After the four weeks’ grace period, the remaining Licensee must obtain prior written permission from the Tutors to remain in the shared set alone and the revised Accommodation Charge will be the full Accommodation Charge for the set assuming there were two Licensees.

7. If a Licensee in a shared set for three decides to vacate the Room before the Licence End, the vacating Licensee will be charged the costs incurred in relocating them or an appropriate fixed tariff. The remaining two Licensees
have a four week grace period in which to occupy the shared set together at an unchanged Accommodation Charge for each remaining Licensee. After the four weeks’ grace period, the remaining Licensees must obtain prior written permission from the Tutors to remain in the shared set together and the revised Accommodation Charge will be the full Accommodation Charge for the set assuming there were three Licensees.

M.4 The Licensee’s Obligations

1. To pay the Accommodation charge

2. Not to remove or damage any furniture, fittings, furnishings or equipment belonging to the College.

3. Not to carry out any decoration, maintenance or alterations to the Room or other structures or buildings. Pictures may not be hung from walls except by using Picture Hanging Strips.

4. To observe fire and safety regulations in compliance with the Fire Regulations as contained in The Regulatory Reform (fire safety) Order 2005:

   i. As a resident these regulations relate to ensuring that fire extinguishers, smoke detectors, heat detectors and fire blankets are not removed, obstructed, or interfered with in any way unless used to suppress or combat a fire.

   ii. That all communal hallways, corridors and staircases are kept clear and free of obstructions at all times because these are designated fire exit routes.

   iii. All fire doors remain closed and must not be wedged open at any time.

   iv. Any fault relating to the above mentioned items must be reported immediately to the Head Porter, the College Officer, who will ensure that repairs / replacements are dealt with accordingly.

5. To be responsible for the safety and condition of any privately owned electrical items and

   i. required to certify that all electrical equipment brought into College is safe and complies fully with UK standards. Therefore, students should check that all their electrical items are not damaged (i.e., the leads are not frayed and there are no exposed wires) and that the plugs have been fitted with the correct fuse. Any electrical equipment from overseas must be correctly adapted for 220-240 volts AC such that only British Standard plugs (three flat pins) are used to connect to the mains power supply. Items that are not EU/British Standard, or are considered by the College electricians to be unsafe, will be removed. All foreign adaptors must be correctly fused to provide protection to the users.

   ii. not to exceed the electrical load of a total of 2kW per room

   iii. not to use electric fires or any kind of heater

   iv. not to use socket adaptors or extension leads and only one four way plug block, which must be fitted with a mains cut off switch and a 10 amp fuse, per room

   v. not to undertake alterations or additions to the electrical wiring of the Rooms or Property without consent of the Superintendent of Buildings. Any permitted work must be carried out by Maintenance.
vi All cooking equipment must be kept in the kitchens provided. For Health and Safety reasons, no cooking
equipment may be used in student rooms

6. Not to change locks or to copy keys of the room. The room key is for the sole use of the Licensee.

7. To maintain the Room and any communal areas and any garden in a clean and tidy state.

8. On vacating the Room at the termination of this agreement:
   i The Licensee must removed all his or her belongings from his or her Room
   ii The Licensee authorises the College to dispose of any belongings left in his or her Room at the point of
termination. This power to dispose of the belongings includes a power to sell or make a gift of them, or to
deposit them as refuge.
   iii The College will not be liable to the Licensee for any dealing with or damage to or loss of the belongings
after the Licensee has vacated his or her Room.
   iv The Licensee must leave the room clean, tidy, free from all from all possessions and in accordance with the
room license agreement, including removing all rubbish, reimbursing the Landlord for the reasonable cost
of any contract cleaning, damage and replacing any of the fixtures and fittings furniture or effects or contents
broken, lost, damaged or destroyed during occupancy.

9. To observe these terms and conditions, and any other regulations pertaining to accommodation and College
discipline in Standing Orders and elsewhere in the Student Handbook.

10. Not to cause or permit the use of the Room in such a way as to cause damage to it or the contents or to cause
annoyance or danger to other persons nor to overload or misuse any services supplying the room.

11. Not to use or allow others to use the room or communal area for the use or supply of illegal drugs.

12. Not to keep a pet or other animal in the room, except a guide or assistance dog as agreed with the College.

13. Not to use door wedges.

14. To allow unrestricted access to the Room to College Officers, staff and nominated representatives at all reason-
able times for the purposes of cleaning and maintaining the Room, subject to the College’s guidelines in that
regard.

15. To allow the College’s officers and staff and nominated representatives on giving 24 hours written notice, save
for in the case of emergency, to inspect the property, subject to the College’s guidelines in Appendix L. The
College porters have a right of access to the room for the purposes of:
   i checking that residents have responded to fire alarms
   ii if a porter has reasonable grounds to believe that there are concerns for the welfare of a student
   iii if a porter has reasonable grounds to suspect that the property may be at risk
   iv if a porter has reasonable grounds to suspect that excessive noise or other disturbance is emanating from the
   room
v if a porter has reasonable grounds to suspect that unlawful drug use is occurring or has occurred
vi the College reserves the right to confiscate a substance reasonably believed to be a controlled drug which is unlawfully in a student's possession
vii if a porter has reasonable grounds to suspect that a resident is breaching the terms of their room licence

16. To occupy the Room personally and not to assign, share or part with possession of the Room, nor permit its use or occupation by anyone else whether or not they are members of the College, other than co-Licensee(s) in respect of designated shared sets. Guests and visitors are permitted subject to the rules in the Student Handbook (under Accommodation, section 4.6.8).

17. Not to keep any firearm or airgun, and no ammunition, fireworks, explosives or other hazardous materials in a Room or communal areas of gardens.

18. To move to another College room if required.

19. To bear all reasonable costs incurred by the College as a result of a breach of these terms and conditions.

20. To be responsible for his or her personal possessions in the Room, communal areas or gardens or on other College premises, and no liability is accepted by the College, save in respect of physical damage caused by the negligence or other fault of the College or its staff.

21. Not to carry out any trade or business in the Room, communal areas or gardens.

22. Not to park at the property containing the Room or on any other college property any motor vehicle, bicycle or other vehicle unless it is in accordance with the College and University Regulations. For the avoidance of doubt, no parking of any motor vehicle is permitted without prior consent of the College.

23. To abide by the clauses in this Licence if occupying the Room outside the Licence Period. NB Undergraduates 1-3 years only.

24. To pay all TV licensing charges if watching or recording programmes on any channel as they are being shown on TV or live on an online TV service. This includes the downloading or watching of BBC programmes on demand, including catch up TV on BBC iPlayer.

25. The College reserves the right to use the rooms provided at times when the Licensee is not in residence, and to retain any sums arising in consequence of such use.

26. The Licensee undertakes to pay the accommodation charges.
Appendix N

Public Rooms - Regulations and Charges

N.1 Regulations

1. All public room bookings made by junior members of the College which involve hosting of a party, dinner or non Johnian society event are subject to the Dean’s and Domestic Bursar’s approval.

2. Permission will not be granted for more than one party involving music or dancing in the Palmerston Room, the Fisher Building Foyer either:
   
i in the same venue on the Friday and the Saturday of any weekend or
   
ii in more than one venue on any day. Preference will be given to parties booked by the JCR Committee in the Palmerston Room.

3. In the case of an event organised by the JCR Committee or a College Society, two nominated representatives of the organising body approved in advance by the Dean shall be in attendance throughout the event.

4. Public rooms are available for use by University societies and other outside bodies, provided that bookings are made for one event only and are made not more than seven days in advance. The levying of admission charges in such cases is not permitted.

N.1.1 Palmerston Room

1. The Palmerston Room may be booked for discos by the JCR Committee, through the Accommodation and Bookings Office, on eight occasions during the year (Michaelmas Term 3, Lent Term 3, Easter Term 2), on Fridays or Saturdays. Detailed regulations for the conduct of such events will be provided by the Accommodation and Bookings Office.

2. The Palmerston Room and the foyer area may be booked by Jazz@John’s, through the Accommodation and Bookings Office, on one Friday each term.
3. Applications for the use of the Palmerston Room by junior members for other special functions should be made to the Dean through the Accommodation and Bookings Office. Junior member bookings of the Palmerston Room have priority during term time, except over special events such as Open Days, etc.

4. The above facilities are available on Friday evenings until midnight and on Saturday evenings until 1am.

5. The maximum attendance permitted in the Palmerston Room is 250 persons, inclusive of performers.

6. There shall be one porter in attendance throughout any party or disco, the charge for whose services will fall upon the organisers.

N.1.2 Fisher Building Foyer

Use of this area is reserved for Jazz@John’s, for music only, twice a term on Fridays or Saturdays from 9 pm to midnight. The maximum attendance permitted is 120 persons, inclusive of performers. There shall be one porter in attendance throughout the evening. Dancing is not permitted in this area.

N.2 Charges

All public rooms, with the exception of the following usage, are free of charge for all members of the College:

1. Party use - for the following rooms, for party use by members of the College, the charges are:

   **Palmerston Room and Fisher Foyer (bookable by JCR Committee and Jazz@John’s only)**

   - Standard hiring charge for Jazz@John’s: £98

   For more information on PPL Licence (recorded music), PRS Licence (live music) and Porters charges please contact the Accommodation and Bookings Office. An additional charge will be levied for any deep cleaning required as a result of party activities in any of the above rooms.

   *Please note that the PPL and PRS royalty charges are correct as at July 2011 but are subject to change when the licences are renewed in April and September each year.*

2. For public rooms booked by members of the College on behalf of a University Society or Department the charges are:

   - Palmerston Room and Main Lecture Theatre: £221
   - All other public rooms: £67

   The services of an audio visual (AV) technician and porter(s) can be made available, but at an additional cost.
Appendix O

College Health and Safety Policy

O.1 Introduction

In recognition of the responsibilities placed upon employers by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work regulations (and all other relevant legislation), it is College policy to meet all statutory requirements relating to health and safety and to apply the appropriate standards to ensure the health, safety and welfare of all College Fellows, junior members, staff, visitors, contractors staff and members of the public who are, or may be, affected by our activities.

The Colleges Health and Safety Policy Statement, which is the overarching document for health and safety in the College, can be found in Standing Orders.

O.2 Organisation

The College Council has the overall responsibility for Health and Safety Management. The Council will appoint a Safety Officer whose duties will be determined by the Council: the Safety Officer is the Domestic Bursar who is the primary contact, or representative user, in any dealings with the University Health and Safety Division.

O.3 Health and Safety Committee

The Health and Safety Committee meets 3 times a year. The Safety Officer sits on the Health and Safety Committee and is responsible for disseminating any safety related information as may be pertinent to the needs of the College.
O.4 Fire Safety

The Head Porter is the designated Fire Safety Manager, reporting to the Domestic Bursar. All buildings have automatic fire alarm systems, automatic door closers linked to that system and appropriate fire extinguishers installed. The extinguishers are maintained under contract and staff are trained in their use.

While the Head Porter is the designated Fire Safety Manager it is the responsibility of every individual to:

1. Minimise the risk of fire in their office/room
2. Evacuate their room promptly
3. Alert others
4. Sound the alarm if necessary
5. Proceed in an orderly manner to the designated assembly point
6. Not return to the building until advised that it is safe to do so

Fire drills are carried out at the beginning of the Michaelmas term and alarms are tested weekly in accordance with BS 5839.

O.5 First Aid

Certain designated staff are trained first aiders and the College Nurse maintains the first aid boxes. They undergo regular updates in line with recognised occupational first aid practice. Contact notices about how to obtain first aid are advertised around the College and are on the College web site. Junior members are advised of first aid provision as part of their induction process.

O.6 Individual Responsibility

All individuals have a personal responsibility for their own safety and the safety of others. Equipment supplied for any health and safety purposes must not be tampered with or mis-used in any way.

O.7 Safety Induction and Training

All junior members will have a health and safety induction as early as possible when they matriculate. All Academic and Assistant staff will have a health and safety induction as part of their departmental inductions on their arrival at the College.

Staff who have safety duties delegated to them will have adequate training provided as appropriate for their tasks.
O.8 Accidents and Incidents

An Accident Report form should be completed for all accidents and sent to the College Nurse who will action any necessary follow-up and maintain the Colleges accident records. All incidents must be reported to the Safety Officer or via the Porters Lodge.

O.9 Ill Health

Any sickness, absence due to ill health or accident must be reported to the relevant line manager, in accordance with the College policy.

O.10 Safety Inspections

Safety inspections will be undertaken on a regular basis determined by the Health and Safety Committee.

Portable appliances bought into the College must be tested before use and a full programme of portable appliance testing (PAT) is undertaken annually.

O.11 Risk Assessment

Risk assessment is a legal requirement and as such all significant risk must be assessed by the person most familiar with that task. Whoever creates the risk must manage it therefore risk assessments cannot be carried out by, say the Safety Officer or assistants, although they may be able to help with the process. Standard/generic risk assessment forms are available on the Public network drive (N) under Personnel then Risk Assessments or from the Safety Officer.

O.12 Control of visitors and Contractors to the College.

1. As visitors may come direct to offices or members rooms it is incumbent on the host to ensure the safety of visitors throughout their time in the College. This should include the provision of any relevant health and safety issues such as fire alarms and assembly points.

2. Contractors should report directly to the Maintenance Department where health and safety inductions and site rules will be explained before being conducted to their place of work by maintenance personnel. Contractors must be advised of any health and safety issues that may affect them or their workforce. Contractors must inform the College of any work that may affect the health, safety or welfare of staff, students and visitors within the College. Contractors are expected to carry relevant risk assessments and/or method statements for the tasks they are to undertake for the College.
O.13 Child Protection

Choristers and Probationers who are members of St Johns College School are regularly on the College premises, specifically in the Chapel and Song School. Designated staff from St Johns College School and the Chapel bear general responsibility for them when on the College Premises.

The Dean of Chapel is responsible for all matters relating to Child Protection in respect of the Choristers and Probationers.

The Safeguarding and Child Protection Policy for the Supervising or Care of the Choristers can be obtained from Choir Administrator.
Appendix P

College Alcohol Policy

P.1 Summary

The aim of this policy is to provide a framework within which members of College are able:

1. to maintain a healthy lifestyle
2. to achieve high academic standards
3. to maintain high standards of personal behaviour
4. to maintain high standards of respect for others within the community

The College is a community with a large number of resident members supported by many staff. Some people choose not to drink alcohol, but the policy recognises that many people do. The College expects that the lives of those who choose not to drink, or choose to drink responsibly, should not be adversely affected by the behaviour and attitudes of others. The policy primarily points out the risks associated with excessive drinking, offering information on health and safety issues concerning alcohol consumption and advice about where help can be sought.

P.2 The College

Alcohol plays a significant part in the social life of many students and contributes to the enjoyability of many occasions. However, a strong social emphasis on alcohol can be insensitive to others, have a corrosive effect on the academic culture of the College, or lead to anti-social behaviour that damages its character as a residential academic community.

The College encourages everyone who chooses to drink alcohol to do so responsibly, and not to abuse it. It is both wrong and dangerous to encourage others to drink more than they ought or wish to by pressing them to participate in competitive drinking games, or in forms of initiation to student societies. Organisers of student events should always
make sure that there are plenty of good quality, alcohol-free drinks available. The same is true for private student gatherings.

Those responsible for organising College functions - such as the JCR, the SBR, and College clubs and societies - should ensure that excessive quantities of alcohol are not available, and that only sensible drinking takes place. All College functions are expected to operate within the spirit of the Colleges premises licence, and the governments Code on Responsible Drinking. The Dean of Discipline will not authorise any function or private party which may involve or lead to binge drinking (defined as eight or more units of alcohol in a single session for men; six for women). College clubs and societies are expected to expand their range of social events to those that do not include alcohol. In particular, college sporting societies are expected to discourage any necessary link between participation in their activities and the consumption of alcohol. It is well documented that alcohol adversely affects sports performance and recovery. The College discourages any special promotions by College clubs and societies involving the consumption of spirits.

When offering both alcoholic and non-alcoholic drinks, food should also be served, preferably based on carbohydrate and fat. Any College event, including dinner in Hall, should be enjoyable and civilised for all present and this can only happen if individuals take responsibility for their own behaviour. Everyone is expected to treat the consumption of alcohol at these events in a way that is appropriate to the tone of the occasion. Diners should exercise restraint and not drink to excess; hosts should look after their guests and friends look after one another; everybody should show consideration towards the staff.

Students who repeatedly fail to exercise self-restraint will be asked to see their Tutor to identify the underlying problems and discuss solutions, perhaps in collaboration with the College Nurse or their GP. Alcohol lies behind many of the instances of bad behaviour that harm the character of the College. These include unsociable noise, damage to property, litter and mess, and inappropriate or discourteous behaviour towards other students, staff or members of the public. They often lead to the imposition of penalties by the Dean, as explained in his Statement of Practice.

The College treats certain kinds of conduct involving alcohol as disciplinary offences. No member of the College may be drunk and disorderly, let alone drunk to the point of incapacity. These offences routinely lead to the imposition of penalties by the Dean. They are regarded as incompatible with ordinary adult behaviour in an academic institution and, in public, would probably lead to arrest by the police. The College is particularly intolerant of any conduct that involves forced drinking or participation in events organised by drinking societies. The penalties imposed for such conduct tend to be at the upper end of the Deans scale.

The College Bar staff have a responsibility to ensure that College members and their guests do not drink to excess; those who do will be refused further service and may be asked to leave the Bar. It is illegal for Bar staff to serve someone who is clearly inebriated. Like many things in life, alcohol can be safe and enjoyable when consumed in moderation. Take care of your own consumption and be responsible in relation to that of others.
P.3 Health and safety issues

There is no safe limit for drinking and some people react badly to alcohol even in small quantities. Government guidelines, however, advise that individuals should not regularly drink more than 3-4 units of alcohol for men (equivalent to a pint and a half of 4% beer) and 2-3 units of alcohol for women (equivalent to a 175 ml glass of wine or a pint of 4% beer). Regularly means drinking every day or most days of the week. As a general rule 1 unit is half a pint of beer, lager or cider, a small glass (125ml) of 13% wine, or a 25 ml measure of spirit. Spread over a week, the guidelines advise a maximum of about 14 units for women and 21 units for men.

The term binge drinking usually refers to drinking lots of alcohol in a short space of time or drinking to get drunk. Researchers define binge drinking as consuming eight or more units in a single session for men and six or more for women.

This is bad for your health and potentially very dangerous. It often leads to behaviour that puts you and other people at risk.

Regularly exceeding these limits increases the risk of certain chronic diseases and alcohol-related problems, including fatigue, depression, weight gain and poor sleep. Excessive consumption can lead to anti-social conduct, aggression, intimidation or violence. Long-term excessive use increases the risk of liver damage, heart disease, brain damage, some cancers and several disorders of the reproductive system and sexual organs. The more the recommended limits are exceeded, the greater the risk to your health.

Some useful information on the amount of alcohol in commercial drinks can be found on the Drinkaware web site www.drinkaware.co.uk/ and wider advice from the Portman Group web site www.portmangroup.org.uk.

P.4 Managing alcohol safely

It takes your body about an hour to process one unit of alcohol, so you need to pace your drinking so that your body can cope. Also, metabolisms vary, so you need to learn how much you personally can safely drink while still remaining in control of yourself and the social situation.

1. Eat before drinking: food soaks up alcohol, slowing it down on its way into the bloodstream. It will provide more energy, and lessen the effects the next day.

2. Drink lighter beers: stronger continental beers are popular, but make for a messy night and a bigger hangover.
   The difference between a pint of 5% lager, and a 3.5% or 4% one is one unit.

3. Set a drinks limit: plan what to drink in an evening and stick to it.

4. Have a strategic soft drink: this keeps the body hydrated, and will lessen the effects the next day.

5. Avoid drinking in rounds: this can often mean drinking at a faster pace set by another one of the group.
6. Be your own person: nobody should feel as though they should have to drink something if they don't want to, and real friends should respect each other's wishes.

7. Keep track of what you've had: it is hard to say that's my limit tonight if you don't know how much you've had.

8. Use more mixers: diluting a drink with another mixer will make it last longer, and lessen the effects.

9. Drink smaller drinks: a large glass of wine in most bars is equivalent to a third of a bottle!

10. Plan your journey home: Don't leave it to chance—think about how you're going to get home, and who with, before you go out. Make arrangements before you start drinking, and make sure you don't get left to walk home alone.

The effects of alcohol can start within ten minutes and depending on the individual can last for many hours. Slurred speech, vomiting, loss of balance, and distorted vision are just some of the more immediate effects of drinking on the body and, if you consume too much at once, so is unconsciousness. Alcohol drunk in gross excess at one time affects the body by depressing the brain and irritating the stomach. Someone who has drunk so much alcohol that he or she either vomits or collapses unconscious, is at risk of vomiting when asleep and inhaling their own vomit which could lead to asphyxiation. Choking to death is a real risk.

Remember that it is possible to remain under the influence of alcohol the morning after a heavy drinking bout. The Department of Health advises taking a 48-hour break from alcohol after a heavy drinking session to allow your body to recover. You should not drink alcohol at all if: you might be in the early stages of pregnancy; you will be working with equipment in a practical class, operating machinery; you may be driving a car. (CUSU has a policy that no-one should drive on official CUSU business within 48 hours of drinking.)

P.5 Getting help

Alcohol is addictive. There is strong evidence that abuse of alcohol and alcohol dependency may stem from drinking in order to relieve stress, anxiety, and depressive thoughts— all of which are not uncommon amongst a student population, and for all of which help is available. Alcohol is a depressant. It can exacerbate pre-existing depressive conditions as well as precipitate them. If your drinking habits are affecting your life and work, then you should ask for help with the issues underlying your drinking. If you, or one or more of your friends, are in this situation, the following organisations can advise you:

1. The College Nurse, the Chaplain, your Tutor

2. Your own GP

3. University Counselling Service (01223 332865) www.counselling.cam.ac.uk/alcohol.html

4. The Cambridge Drug And Alcohol Service self-referrals (01223 723069)

5. www.cambsdaat.org Offers a comprehensive range of services for people experiencing difficulties with alcohol

6. The Student Advice Service (01223 746999)
7. [www.studentadvice.cam.ac.uk](http://www.studentadvice.cam.ac.uk) (e-mail advice@studentadvice.cam.ac.uk)

8. Drinksense [www.cpft.nhs.uk/services/drinksense-cambridge.htm](http://www.cpft.nhs.uk/services/drinksense-cambridge.htm) A local charity providing counselling, education and support for people with alcohol-related problems

9. Further information on alcohol (and drugs) is available on [www.talktofrank.com](http://www.talktofrank.com)

### P.6 Personal safety when drinking

Around 40% of A&E admissions are alcohol-related. Between midnight and 05:00 that figure rises to 70%. Being under the influence of drink puts you at greater risk of physical or sexual assault.

If you are going out with a group of friends, be wary of the risks of pre-drinking. It is best avoided, and very unwise indeed on an empty stomach. Most things that go wrong on a trip out to a club start with pre-drinking. You may feel fine when you leave College but soon be in a bad way once you are out.

If you are out in a group, dont abandon a member of the group and if one of you gets badly drunk, be sure to bring him or her back to College to the Porters. They will know best how to help. It is very dangerous to leave a badly drunken person on his or her own, or for him or her to be looked after by a person who has been drinking or who may not know how to look after him or her properly. The College has a student helper scheme in place to ensure the safety of badly drunken students.

Spiking of drinks with disabling drugs is an infrequent occurrence but nevertheless one of which you should be aware. It is better not to accept drinks that you have not seen being poured from people you do not know or trust.

Antisocial behaviour is often associated with excessive drinking. Although alcohol is a depressant it can exaggerate whatever mood you are in when you start drinking. When drunk, you may unwittingly seem more threatening to others, influencing how they react to you. Avoiding violence when not fully in control of yourself can be difficult; your perceptions will be dulled, it will take you longer to react and think things through, and your judgement may be reduced. Aim to talk your way out of a situation, avoiding aggressive language, and using open body language. Bear in mind that when you have been drinking, you will be more vulnerable to difficulties and danger than when sober.

Bear in mind also that you may do things when you are drunk that you would never consider doing when you are sober. These can have life-changing consequences that neither you nor the College can put right.
Appendix Q

Code of Conduct for Junior Members

Operating the Bar

1. Junior Members may only supply or sell alcohol to persons over the age of 18 who are member of the College or are the guest accompanying such members. Any variation of this rule requires the personal authorisation of the Domestic Bursar.

2. Those running the bar are responsible for all aspects of the conduct of their bar. In particular they must not serve anyone who does not fall under the category above, anyone who is, or appears to be, drunk or whom they judge to have drunk enough, or whose behaviour is not conducive to good order and the licensing objectives.

3. Those manning the bar are to be trained to the satisfaction of the Catering and Conference Manager. Once trained, further training will be required annually. A list of those who will man the bar must be provided to the Catering and Conference Manager.

4. A list of the alcohol that it is proposed to supply, together with the proposed bar prices, is to be submitted to the Catering and Conference Manager at least two working days before the event.

5. The relevant statutory notices as notified by the Catering and Conference Manager are to be on display at all times.

6. Any incidents in the bar must be reported to the Head Porter for onward transmission to the Dean and Domestic Bursar.