

# Information and Regulations 2011 – 2012

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## INTRODUCTION

St. John's College (including both John's Hall and Cranmer Hall) is a recognised College in the University of Durham. Students enjoy all the facilities and opportunities available within the University. They are also subject to its statutes and regulations, which are designed to safeguard the quality of the life of the University, its members and co-inhabitants of Durham, and the value of its degrees.

Therefore the University requires that all its students, as they matriculate upon entering the University, accept this undertaking:

'I promise to conform to the discipline of the University and to all statutes, regulations and rules in force for the time being in so far as they concern me'.

For most students this undertaking has a local application, affecting them in their Departments - each of which has arrangements and rules slightly different from the others - and in their Colleges, each of which has its own individual style and ethos. When members of one College are on another College's premises, they come under the regulations of that College. Any breach of these regulations will be treated as a breach of their own College's regulations.

Students in both Halls are members of the College as a whole and are admitted to that common membership which implies acceptance of the following binding declaration:

'I promise to observe the rules and regulations of St John's College, to uphold the privileges and good name of the same, and, so far as in me lies, to live in charity with all its members'.

The Information and Regulations which follow in this Handbook, are the result of the Junior Common Room, the Cranmer Common Room and the staff working out together how best to take advantage of the privileges of membership of College and University, and how to meet its responsibilities. They are reviewed and updated annually in consultation with the student body. They are meant to help members of the College live together not only in as trouble-free a way as is possible, but in a richly satisfying way that enables every student to grow and develop freely.

As most of the material here is INFORMATION, please keep this book available for reference. You never know when you will need to know what! I hope you will find it provides a basis for a fulfilling time as a member of St. John's College.

The Principal

## **Preliminary Note**

The College rules apply equally to members of both St John's Hall and Cranmer Hall. For students in Cranmer Hall, where the rules mention the Senior Tutor, they ordinarily mean the Warden.

### **College Registration and Matriculation**

On their first full day of residence in the College, all students are required take part in a ceremony in the College Chapel in which they promise both to observe the rules and regulations of St John's College and to uphold its good name, and to conform to the discipline of the University and to all the statutes, regulations and rules in force for thee time being.

This book contains the rules and regulations of St John's College.

The University statutes, regulations and rules can be consulted in the University Calendar ([www.dur.ac.uk/university.calendar](http://www.dur.ac.uk/university.calendar)).

## **1. ESSENTIAL COMMUNICATION**

Students are reminded of the importance of regular scanning of the appropriate notice boards. The main official notice boards are located in the main entrance hall. Other notices are placed on the Haughton, Linton and Cranmer Hall notice boards.

During term, all students are expected to check their email account at least once every two days so as to be aware of any messages that have been sent to them by their Department or by the College.

Students are required to keep College informed of any change in their personal circumstances. This includes any change of address, contact telephone number, or any change in the academic programme they are pursuing.

All students who are asked to meet either the Senior Tutor or their College Tutor must do so

## **2. COLLEGE GOVERNMENT**

### **The Council**

The College is controlled by an independent governing body of some thirty people known as the College Council. The Council appoints the Principal and College Officers who are responsible for all aspects of the running of the College. This body is the final authority for College Regulations and the JCR Constitution. The Principal, the Senior Tutor, the Warden of Cranmer Hall, the Bursar, the President of JCR and the President of Cranmer Common Room together with three elected staff representatives and an elected student representative are all members of Council.

### **Resources Committee**

This committee is responsible for advising College Council on major issues of policy, especially as they bear upon the allocation of resources. The Cranmer and John's Hall Presidents sit as the student representatives.

### **Cranmer Committee**

This committee advises the College Council upon major issues relating to Cranmer Hall.

### **The Catering and House Committees**

The Bursar chairs these Committees which include in their membership the Vice-Presidents of both Halls, the Catering Manager, and staff representatives. They meet at least once a term to discuss matters relating to the premises and catering and any special functions organised within the College during term time. They are advisory to the Bursar.

### **The Library Committee**

The Library Committee, which meets termly, advises the Librarian on all matters pertaining to the administration of the College Library. Chaired by the Librarian it consists of a member of the tutorial staff, the Assistant Librarian, John's Hall representatives (V-P Estates and a student representative), and two Cranmer Hall representatives.

### **The Bar Committee**

The Bar is managed, during term time, by a Bar Committee responsible to the Licensees consisting of: the Bursar, the Senior Tutor, the Senior Bar Officer, the Bar Treasurer, the Bar Steward, the Vice-President from each Hall, the Joint JCR Treasurer, an annually elected member from Cranmer Hall, and an annually elected member from John's Hall. The Licencees are the Bursar and the Senior Tutor.

### **The Chapel Committee**

The Chapel Committee, which is advisory to the Chaplain, is made up of the Chaplain, Principal, Warden, John's Hall Chapel Warden, Cranmer Hall Chapel Warden, John's Hall Deputy Chapel Wardens, Cranmer Hall Deputy Chapel Wardens, John's Hall JCR representative, Cranmer Common Room representative, the Liturgy Tutor, Wesley Study

Centre representative, Music Co-ordinator, Organ Scholar, Choirmaster, Music Group Leader and All-age Worship Co-ordinator. If no members are John's Hall Tutors, a representative is to be nominated.

### **The John's Common Room**

Please refer to <http://johnsjcr.org.uk/democracy>

### **Postgraduate Members**

Postgraduate members of John's Hall, including those studying for the PGCE are eligible to be members of the John's Common Room and have use of all JCR facilities.

### **St. John's Society**

All members of the College are invited to subscribe to the St. John's Society which arranges activities for past members of the College and helps to keep them in touch. The Society also raises funds for the benefit of the College and its members and helps to publish the "College Record", a magazine which is sent annually to all former students.

### **Domestic Organisation**

Students with queries about domestic matters should contact, in the first instance, either the Bursar or the Domestic Manager, as appropriate.

## **3. FEES and PAYMENTS**

A list of the College fees each year is given on a sheet which is available from the Finance Office.

Students eligible to pay tuition fees should follow payment instructions issued by the Accounts Office. These will be clearly advertised.

**The College Maintenance Fee** covers Catering, Household and part of the premises costs.

Maintenance fees are payable termly, upon receipt of invoice, within 14 days. Payment beyond this date will attract a late payment fee and interest

**It is a University requirement that all debts to the College and the University be discharged before graduation. Students will not be eligible for inclusion in the room draw if fees remain outstanding after 1 June, unless special arrangements are made with the Bursar. Students facing financial difficulty are encouraged to consult Senior Tutor as soon as the difficulty is apparent.**

**Hardship Funds.** In cases of financial hardship, the College has access to HEFCE funds that are available to students subject to written application. Hardship application forms are available from the Senior Tutor. In addition College has access to funds that can be distributed where there is a financial need. These awards are generally small, but can be a help in cases of real hardship. All students can apply for such help and should approach the Senior Tutor.

## **4. SCHOLARSHIPS**

The College offers a number of Scholarships:

**The Wallis Organ Scholarship:** is awarded annually, to the College organist appointed to accompany Chapel services at which the Chapel Choir sings.

**Choral Scholarships:** are awarded annually to up to twelve members of College to sing at a College service once each week. The Choir is directed by the **Director of the Chapel Choir** who is also appointed annually by the College Music Co-ordinator.

**The Bowron Bursary:** is awarded to the student who presents the most worthwhile project, 'for the benefit of mankind in the Indian sub-continent.' It normally covers the air fares to India. Application should be made to the Principal.

**The Nowell-Rostron Award:** is available for any postgraduate student undertaking research or Higher Degree studies in theology. Application should be made to the Principal.

**The College Scholarship Fund:** Travel bursaries and other scholarships may be awarded to any student intending to undertake a project which will contribute to his or her personal development and education, generously interpreted. Application should be made to the Senior Tutor.

**The Million Shilling Fund:** The College acts as trustees for a fund which gives grants to 'any registered student, whether in St. John's Hall or Cranmer Hall, who qualifies by reason of having a parent who is or was a Clerk in Holy Orders.' Application should be made to the Bursar.

## **5. COURSES**

Regulations for University courses are printed in the University Calendar, a *current copy of which is kept in the reference Library*. The Senior Tutor is responsible for academic administration in John's Hall in liaison with the University. The Warden of Cranmer Hall is ultimately responsible for all academic administration of courses internal to Cranmer Hall, although he may delegate this wholly or in part to other members of staff.

## 6. TUTORIAL SYSTEM

Every undergraduate has a member of the College staff as personal tutor and the tutorial allocations are posted at the beginning of each year. The tutor expects to be kept in touch with each tutee's progress, and tutorial meetings should be arranged once each term. Beyond this, tutors are readily available by appointment during term.

**Students are required to respond promptly to all communications sent to them by their tutor. Students who fail to respond to communication from their tutor, or who repeatedly fail to arrange tutorial meetings, may be reported to the Senior Tutor.**

## 7. COLLEGE DINNERS

### a) Special Dinners

A Special College Dinner is held once or twice each term in the Leech Hall. This is a College function run by the College in liaison with the Social Events Committee, and is subsidised by College.

### b) Formal Hall

Formal dinners take place weekly in the Haughton Dining Room. This is a College function run by the College and is subsidised by College. Tickets for formal hall are available through the JCR.

### c) Dress and Conduct at College Dinners

Gowns must be worn at all College Dinners except the Leavers' Dinner, and should be kept on throughout the meal. At Special Dinners, dress is frequently specified as black tie, but where no specific dress code is announced, men are expected to wear a jacket and tie and women an appropriate equivalent. Students who are not appropriately dressed may be asked to leave the dinner. **Appropriate behaviour should be maintained at all times and drinking games are not permitted. Mobile phones must be switched off. Students who arrive at College Dinners in an intoxicated state, or who become evidently intoxicated over the course of the meal, or who behave in any other way that the Presiding College Officer deems inappropriate will be asked to leave and may be disciplined.**

## 8. REFERENCES

Students wishing to use members of the tutorial staff as referees are encouraged to do so, but should ask their permission and make sure that they are in possession of all the necessary information as to the purpose of a particular reference.

Students who have not been in regular contact with their college tutor will not be given a reference by the College.

## 9. ACADEMIC DRESS

Academic dress is worn for certain formal University occasions such as Founders and Benefactors Day Service, Congregations, and Matriculations. In John's Hall gowns are worn for formal meals and JCR meetings. In Cranmer Hall they are optional except that it may be decided to wear them on specific occasions. They may be bought second-hand from the JCR Services Manager during Freshers Week or from Messrs. Grays, situated in Neville Street, off North Road.

## 10. HEALTH

All students must register with a GP in Durham and may register with the University Health Centre, or any one of the local General Practitioners. A list of General Practitioners who accept students is available in the College Office. The Claypath and University Medical group provides medical facilities at the University health Centre and in an emergency a nurse or doctor will come to the College for students registered with this Practice.

**If sickness or injury results in a student missing academic commitments, it is the student's responsibility to provide the College and his or her Department with medical evidence. Students can self-certificate illness for up to five days, twice per term. They must complete a self-certification form (available from the Senior Tutor's Secretary), and this will be forwarded to the department by the Senior Tutor's Secretary. This may provide important evidence where academic work or examination performance is significantly affected by illness.**

### Emergencies

If a student is too ill to attend the surgery he or she should ask whoever is on duty in the College Office (or the Resident Tutor on 07837093803, once the Bedel has gone off duty) to contact the appropriate surgery, preferably before 10 am. Serious injuries and fractures should be dealt with initially by the College first aid staff and if necessary (and by ambulance if necessary) taken directly to the A&E Department at The University Hospital of North Durham (Tel: 333

2333). **In all such cases the Senior Tutor or another College Officer must be advised. At weekends and during evenings, the Resident Tutor on duty or the College Officer on duty must be advised.** Emergency contact details can be found on the notice board by the main College reception.

Emergency medical evidence can be found by telephoning NHS Direct or 111.

### **First Aid**

First Aid boxes are located in the College Office, the kitchen, the workshop and the office of the Warden's Secretary. In addition there is a box in each of the Resident Tutor flats in 23 North Bailey, 28 North Bailey and Cruddas House and opposite Cruddas B27. A list of qualified First Aiders is displayed at all entrances to College.

### **Infectious Diseases**

Any student who has been in contact with an infectious disease should not return into residence without medical clearance.

If a student contracts an infectious disease whilst in residence, the Senior Tutor has authority to require a student to vacate College premises, and will ordinarily do so.

Students need to be alert to the distinction between a bad hangover or flu and the symptoms of meningitis. A resident tutor, the Bedel on duty in College Office or the College Officer on 24 hour duty (name and number on the noticeboard beside the College Office) should be contacted *immediately* if you suspect that someone is suffering from meningitis.

### **Serious Adverse Circumstances**

A student who feels that his or her work and possible examination performance is being adversely affected by health or personal problems is strongly advised to speak to the Senior Tutor or his or her College Tutors.

Students are reminded that it is their responsibility to inform the Board of Examiners of any circumstances that affect their performance in summative assessments. They should use a SAC Form to do this (which is available at <http://www.dur.ac.uk/studentssurvivalguide> or , <http://www.dur.ac.uk/learningandteaching.handbook/6/appendices>

## **11. RESIDENCE, ABSENCE FROM COLLEGE AND 'KEEPING TERM'.**

Durham is a residential University. Each student should familiarise him/herself with the University Regulations on Residence and Keeping of Terms (Sections II and IV in the General Regulations) and should be aware that residence privileges may be withdrawn in accordance with Regulations on Discipline (Section III of the General Regulations). A copy of the Regulations is available in the College Library. The Regulations in the University Calendar state that "undergraduate members of the University shall reside within the precincts of their College, Licensed Hall of Residence or Society unless leave to reside elsewhere has been given by the Head of House concerned. During term time, undergraduates who wish to be absent overnight, or for longer periods, must obtain leave of absence from their Head of House, who in cases where such absence involves the missing of any formal academic commitment must be satisfied that the agreement of the Head of the appropriate Department has already been obtained." All members of the University *in statu pupillari* are required to keep term. In order to keep term a student shall attend courses of instruction in the University in each of the subjects required and fulfill all academic engagements to the satisfaction of the Chairman of the Board of Studies concerned, and shall present written work as and when required by the academic staff unless excused in advance.

### **Procedure for Obtaining Permission for Absence**

**If an undergraduate member of John's Hall wishes to be absent from College for more than three nights in succession, they must first obtain permission from either the Senior Tutor or the Principal. Livers-in MUST sign the fire register if they are out over night.**

## **12. STUDENTS LIVING IN COLLEGE**

Rooms in College and accommodation in property owned or rented by the College elsewhere in the City are allocated by the Senior Tutor for John's Hall students and by the Warden for Cranmer Hall students.

Allocations are made in the first half of the calendar year for the academic year beginning in October.

All undergraduates are normally obliged to live in College during their first year. Thereafter, although the College is not able to guarantee a further year of residence in College, most undergraduates will be able to have a second year in College accommodation if they so wish, and a number of students are able to enjoy College accommodation for the whole of their degree course.

All students resident in College accommodation are required to sign an Occupancy Agreement before receiving their room key. This Licence for student occupancy lists the dates, terms and conditions of the room occupancy and includes a furniture schedule and a list of room rates. The full version is published on the College website.

**Members of the College may not change their rooms without the permission of the Senior Tutor or Warden.**

Any undertaking given by the College in respect of the provision of accommodation is not to be construed as giving rights to occupy any particular room. Although the College will endeavour to avoid unnecessary disturbance of

students' occupation of rooms, it reserves the right to require students to move to another room if it considers it to be in the interests of good management or discipline to do so.

The following policy will normally apply to any student who withdraws from College accommodation during the academic year, i.e. before the end date of their Occupancy Agreement, regardless of whether the student is withdrawing from the University or not. Students who move out of College during the academic year will normally be required to accept liability for the whole Residence Charge and other charges as billed for 13 full weeks from the date on which the Occupancy Agreement is terminated. In exceptional circumstances, and only with the Senior Tutor's consent, the student may find a student of St John's College living out who undertakes to live in on such terms as will cause the College no loss of residence charge. If the College is otherwise able to let the vacated room, a rebate will be payable to the student. The Senior Tutor has discretion to vary these conditions under exceptional circumstances.

**Members of the College will be held responsible for any damage which they cause to furniture, fittings or fabric within the College. The full costs of repairing damage will be charged. In addition, a fine may be imposed.**

**Visitors may be entertained in College and College Annexes from 8.00 a.m. to midnight daily. College members will be held responsible for the behaviour of their guests. One overnight guest is permitted but such occasions should not exceed three nights in any week.**

### 13. PERSONAL BELONGINGS INSURANCE

The College does not accept any liability for loss or damage, however caused, to students' personal belongings anywhere in the College during the term time or vacation.

**Individuals are personally responsible for their own insurance cover.**

All Colleges unfortunately suffer sporadically from petty theft. Any such incident (or other suspicious circumstances) must be reported to Reception immediately. Residents should always lock their doors whenever they are absent from their rooms; those in ground-floor rooms should close their windows too.

### 14. STUDENTS LIVING OUT OF COLLEGE

Students must provide the University and the College with their living-out address and contact details as indicated below in paragraph 38, and must notify any changes within 14 days.

The attention of students is drawn to the University's Code of Practice for Students Living Out, which is available from the Senior Tutor's secretary.

### 15. BUILDINGS AND GARDENS

Student rooms are the property of the College. The College is responsible for the furnishing, cleaning and decorating of rooms. **No furniture may be removed from one room to another, and because of possible difficulties in cleaning rooms no additional large items of furniture may be introduced into rooms without permission of the Domestic Manager.**

In rooms which have not been refurbished to include pin-boards, pictures may be hung from picture rails or plaster hooks, and posters may be stuck to the walls by means of Plastitac, Blu-tac, or similar adhesives. In rooms which have been refurbished and repainted, Blu-tac and similar adhesives are banned, and only the pin-boards may be used to accommodate notices, etc.

**Students may be held responsible for making good any damage which they cause to the College. If damage is not attributable to any student or group of students, then the College will levy the JCR to pay for its repair.**

A note of any repairs that need to be done should be logged at <http://www.dur.ac.uk/st-johns.college/johns/accom>

Requests for help from the domestic staff should be made through the Domestic Manager

### 17. TELEVISION LICENCES AND TELEVISION ROOMS

Televisions kept in student rooms require a separate television licence from the JCR or College licences.

### 18. FIREARMS

Firearms, including full- and small-bore weapons, shotguns, air rifles and pistols, and crossbows and similar weapons, including replicas, are not permitted in College under any circumstances.

### 19. PARTIES AND THE BOOKING OF ROOMS

#### a) Use of public rooms

Application for the use of public rooms must be made to the appropriate person. The Leech Hall, Linton Room, Tristram Room, Cockerton Room, Wallis Room may be booked, initially, through the Domestic Manager by using a **Booking**

**Form** available from the College. Haughton Dining Room and Bowes Dining Room may be booked by contacting the Catering Manager. **If any event is likely to generate significant noise, the Senior Tutor's permission must also be sought, in writing, at least 7 days in advance.** No electrical equipment can be used unless with the prior permission of the College engineer.

The person booking the room shall be responsible for arranging it after use and ensuring that no damage is caused.

**Smoking is forbidden in all public rooms including corridors and bathrooms.**

#### **The Chapel**

Applications to use the Chapel for activities other than private prayer or authorised College services should be made to the Chaplain.

#### **b) Parties**

**All parties on College premises require the prior written permission of the Senior Tutor.**

**Normally, private parties will be expected to end at midnight, though parties organised by the SEC/Cranmer Common Room may be permitted to continue until later. Parties will ordinarily be permitted only once each week, and will not be permitted under any circumstances during Exam Quiet (see below).**

Once the Senior Tutor has given preliminary permission for a party to take place, students must place a notice on the JCR notice board and in the Cranmer Common Room which reads as follows:

**“(Names of students holding party) have requested the Senior Tutor for permission to hold a party in (staircase or room where the party is to be held) on (date of party) at (time of party). The party will end at (time agreed with Senior Tutor). Any students who wish to object to this party taking place may email the Senior Tutor with their objections up to 48 hours before the party is due to begin.”**

**If there are any objections to the party taking place, the Senior Tutor will adjudicate and his decision shall be final. Objections will be treated in strict confidence.**

**Particular care must be taken with all parties that undue noise does not disturb neighbouring residents. If the College Porter on duty, a Resident Tutor or a College Officer receives complaints, or deems that the noise being generated at any event is unreasonable, he or she may order the party to end immediately, or instruct that the noise levels be reduced. Any such instructions are to be complied with immediately and without question.**

#### **c) Guests and Guest rooms**

##### **Overnight guests**

Guests may be invited to stay in College on application to the Domestic Manager, but priority has to be given to interviewees and other official College guests and therefore booking cannot be guaranteed far in advance and guests will not normally be allowed to stay more than seven days without special permission. Charges for guests are fixed by the College and the current rates will be on display. A special bed and breakfast rate is also available; for more than that, normal rates will be charged. Application forms may be obtained from the Domestic Manager.

**No visitors are allowed to be in College between midnight and 7.00 a.m. unless accompanied by a student of the College. The name of any visitor who is staying overnight within the College must be entered in the Fire Book which is kept at College reception desk.**

**Only one guest may be entertained overnight at any one time by any one student in his/her bedroom, and no guest may spend more than three nights in any three week period (beginning with the first night spent in College). Where a student is in a double room and wishes to have a guest, *the other occupant must be in agreement.* Cushions should not be removed from chairs in public rooms for bedding; a camp bed is available from JCR.**

**Any guest meals required are obtained by purchasing a supplementary meal card in the normal way. Any guests may be asked to leave if complaints are received. Students are responsible for their guest's safety and behaviour.**

## **20. SAFETY, SECURITY AND PRIVACY**

It is vital that all members of College understand their individual responsibilities under the Health and Safety legislation. If a community is to live and learn together, then there needs to be a common acceptance of the duty of care we owe to those with whom we share our lives in College. Please read both the College Health and Safety Policy and the current Regulations. A paper copy is available from the Bursar.

It is very important that if anyone notices a safety hazard, that this is notified to the College Office as quickly as possible. In the event of an accident, please advise College Office immediately, as the details must be recorded in the College accident book.

Keys are issued for all rooms and **must be returned at the end of term**. Any suspected thefts should be reported as quickly as possible to the Police, preferably through the Bursar who also must be informed. Students are strongly advised to take out their own insurance policies, and to keep their rooms locked.

Any incident or suspicious circumstances involving safety or security should be reported promptly.

**College has a large number of external doors. It is vital for the personal security of everyone that these doors remain locked to deter unauthorised entry. Please check each time you use an external door that it closes and locks after passing through. If you find such a door open, with no apparent good reason, then please ensure it is closed. Any doors that are left open must be supervised at all times.**

**The College's doors on the Bailey are kept locked except the door to Houghton, which is normally locked after 9pm. Students coming in late (after 11:45pm) must make sure that doors are locked shut after them and unnecessary lights are turned out.**

## 21. CODE OF PRACTICE ON PERSONAL HARASSMENT

All members of College are recommended to consult the University's Code of Practice on Respect at Work and Study set out in Volume I of the Calendar ([www.dur.ac.uk/university.calendar](http://www.dur.ac.uk/university.calendar)).

The code forms an Appendix to the College Staff Handbook and is deemed to be part of the College Rules.

The following suggestions have been inspired by that document:

Personal harassment involves unwanted, intimidating, embarrassing or demeaning conduct of a personal sexual or racist kind ranging from offending remarks or gestures and the displaying of offensive material to actual physical harassment in any form whether by a fellow student or by a member of staff. If you feel you have suffered such harassment do not feel that it is your fault or that you have to tolerate it. Do not hesitate to contact someone even when an incident occurs only once, if you are concerned about it. You can seek advice and help in a number of ways.

Talk about the problem with a friend or any College Officer, tutor or the Chaplain – all of whom are willing to discuss incidents or problems however large or small they may seem. The College Diversity and Equality Officer is Richard Firth. The Senior Tutor, Dr Stephen Hampton, and the Domestic Manager, Mrs Sue Hobson are the two College Harassment Officers and are available to give help and advice, both formally and informally, in confidence. Alternatively you may prefer to talk to somebody in DSU welfare, or at the University Health Service. They will be pleased to advise you on a course of action or take the matter up on your behalf. They may suggest a way of resolving the problem which you have not thought of.

Any discussions will be confidential and further action involving you will not normally be taken without your express permission; in particular the person about whom you are complaining will not be given your name as a complainant without your express permission. If you feel able to make it clear to the person causing you offence that such behaviour on that person's part is unacceptable to you this may in some instances be sufficient to stop it. If you feel unable to tackle the person concerned this does not constitute consent to the harassment nor will it prejudice any complaint you may wish to bring. If the harassment continues, you are advised to seek a confidential interview with a friend or adviser and this wish will be respected. The purpose of the interview will be to discuss the nature of the problem and to arrive at a solution which is acceptable to all parties. Strict confidentiality will be normally preserved at all stages.

If the problem has not been resolved by the above means then you or someone acting on your behalf may make formal complaint which may lead to initiation of the appropriate disciplinary procedures. Complaints of such conduct will be taken seriously and may lead to internal disciplinary proceedings including the possibility of exclusion from College. In addition, where such conduct is deemed serious enough to be classed as a major offence under University regulations, it may be referred to the Senate Disciplinary Committee for further action.

It may be useful for you to keep a note of details and dates of any relevant incidents which distress you, including a note of the ways in which the incidents cause you to change the pattern of your work or social life.

If a personal attack alarm is sounded then those nearby are urged to investigate immediately. In addition, a resident tutor or the College Office should be contacted as quickly as possible.

## 22. FREEDOM OF SPEECH

All members of the College are informed that in pursuance of its statutory obligations under the Education (No.2) Act 1986 Section 43 the University has issued a *Code of Practice on Freedom of Speech relating to meetings or other activities on University premises*, which is published annually in the *Calendar*.

Any College (or University) group or society wishing to book a College room for a meeting which will involve an outside speaker must give notice to the Senior Tutor by email. Such notification must be given at least one week before the date of the meeting. It is the responsibility of the organiser of the meeting to provide the Senior Tutor with full details of the purpose of the meeting, the name of the group or society, and the names of all outside speakers invited to the meeting. If the Senior Tutor is not notified, the meeting will not be allowed.

## 23. CODE OF PRACTICE ON NOTIFICATION OF MISCONDUCT TO THE POLICE AND INTERNAL ACTION

Attention is drawn to the University's Code of Practice on notification of Misconduct to the Police (in Calendar Volume I) and especially to section 4:

- (a) Only in exceptional circumstances should the University report an alleged crime to the police contrary to the wishes of the victim.
- (b) Internal procedures are not an alternative to informing the police in such cases and may not be invoked by victims or others who will not report an offence to the police and/or will not cooperate with police enquiries.

Students who are the victims of serious crime are encouraged to report such crimes to the police.

## 24. NOISE

**The greatest problem of communal living is the limitation of unwelcome noise. The problem is best dealt with by consideration on the part of all and direct representation on the part of those subjected to nuisance. Where no response is forthcoming immediate recourse may be made to a member of the tutorial staff or College Officer who may take action under the College Disciplinary Procedures.**

There must be no playing of music in College premises between 11 p.m. and 7 a.m.. After 11 p.m., noise should be kept to a minimum in the gardens, landings, corridors and other public spaces of the College (except where permission has been granted for a party to take place). In particular, it is not appropriate to hold conversations in the corridors, or with study-bedroom doors open. Care must be taken even with private conversations within study-bedrooms that neighbours are not disturbed.

Where study-bedrooms are shared particular consideration must be given to the other occupant of the room. Guests may not be entertained, nor music played in a shared room except with the willing permission of both occupants. Failure to respect this rule will result in disciplinary action.

During the examination period in the summer term and the one week prior to it (the period of "Exam Quiet"), the use of lawns is restricted for games to the hours of 12.30 - 2 p.m. and 6.30 - 8 p.m., and similarly the use of the College pianos and organ. The lawn immediately outside the College library may not be used for any games during exam quiet, and anyone using this lawn should be considerate of the needs of those using the library and respond to requests to keep noise down. Special care should be taken throughout this period not to disturb those undertaking revision.

Particular care must be taken at all times not to disturb the neighbouring residents on the Bailey.

## 25. ALCOHOL

The College does not wish to be unnecessarily restrictive on the use of alcohol but members of College must appreciate that the Bar is subject to the Licensing Laws which must be strictly observed. **YOU MAY NOT BRING YOUR OWN ALCOHOL INTO THE BAR OR ITS OVERSPILL AREA IN LINTON.** The College Bar is primarily for the use of College members. Each student from another College must hand his/her DSU card to the Bar Officer on duty as a condition of entry.

Please note that the JCR has passed a resolution to the effect that glass containers - tumblers or bottles - may not be taken from the Bar. Plastic containers may be taken from the Bar but only to Linton Hallway, the T.V. room and the Bailey Room. On no account may alcohol be taken from the Bar on to the Bailey. Anyone infringing these regulations will be subject to a fine.

## 26. FIRE

**For the safety of all members of the College and their property, it is essential that the fire regulations should be carefully observed. It is very important that all members of College know, and understand the Fire procedures. This is especially relevant to those who will be living in College, and may need to make an emergency escape at night. All residents should read a copy of the Fire notice in their rooms, and establish the location of the nearest fire exit.. When a fire alarm is activated by misuse then the person responsible will be automatically fined £50 and may be liable to criminal prosecution under Health and Safety legislation. Where the Fire Department charges the College for misuse, the charges will be passed on to the person responsible**

**Tampering with fire detection equipment is both a criminal and a College disciplinary offence and could endanger lives. A £50 fine will be imposed on any student attempting to cover or block smoke detectors or for any other damage to or interference with detection or safety equipment.**

Smoke-stop doors should be kept shut at all times and this is particularly important in the utility kitchens, where smoke from cooking can activate fire detectors in the corridors and cause a false alarm. To decrease the risk of fire as far as possible students should ensure that they do not attempt to take more power than the size and design of electric sockets allow. No electric fires, cookers, toasters, or hot-plates may be used in students' study bedrooms. An information sheet to help students is available from the Bursar which details the current used by appliances in common use in the College. Non-automatic kettles and Oil heaters are forbidden.

Students are forbidden to use candles, incense or similar items in bedrooms or other parts of the College. These are a real fire risk and could activate the automatic smoke detection system.

Questions concerning the fire arrangements may be referred to a College Fire Officer. All residents are required to take an intelligent and responsible interest in fire safety.

### Smoking

As part of promoting a healthy environment, all of College is a 'no smoking' area.

## 27. DAMAGE TO COLLEGE PROPERTY

In a small community like St. John's it is to be hoped that students who damage College property will report the fact to the College Office and be prepared to pay all or part of the cost of repair.

In cases of wilful or mischievous damage a frank admission of responsibility is still to be expected, though, depending on the nature of the offence, the matter may have to be treated as a disciplinary issue. Wilful or mischievous damage which is not reported penalises the whole community.

The Presidents of both JCRs and the College have agreed that the cost of repairs of unattributable damage will be levied on all residents.

## 28. ELECTRICAL SAFETY

There is an obligation on the College to control all electrical appliances connected to its electrical system and therefore it reserves the right to monitor the use of such appliances and prohibit the use of any which are unsafe. In particular personal cooking equipment in student utility rooms is liable to random testing, and will be removed if found to be unsafe.

It is strictly forbidden to interfere with electrical fittings, connect appliances to a lighting circuit, or to plug 2-way or 3-way adapters into a socket outlet. Fused British standard multi-way boards may, however, be used provided prior approval is obtained from the College Engineer. Students must not carry out any electrical repairs, this includes the replacement of light bulbs. Any electrical faults or problems should be reported immediately on the Blue Slip system to the College Engineer.

As voltage variation can occur naturally without fault on the part of the College or University, personal computer equipment should be fitted with voltage protectors.

No cooking appliances are allowed in rooms other than automatic kettles.

## 29. MEALS

Requests for early or late meals should be made to the Catering Manager at least 24 hours in advance. Packed meals can be requested by completing a slip from the JCR and posting it in the letter box on the kitchen door BEFORE 7.30 p.m. on the day before the meal is required. Any groups of more than twenty students requiring packed meals are asked to inform the Catering Manager at least three working days in advance.

Special (allergy/ religious) diets must be arranged at the beginning of the term/year either directly with the Catering Manager or through the Senior Tutor or Warden. Vegetarians should make sure they indicate this when filling out meal forms to ensure correct meal numbers. Trays for students who are ill, can be picked up by a friend from the servery staff on receipt of the student's meal card. Any person who is sick for a long period of time needs to inform the Catering Manager. *Food must not be taken out of the dining halls and equipment may be borrowed only by special arrangement with the catering manager.*

It is essential that members of College mark out on the meal sheet if they intend to miss a meal. This helps to reduce wastage, and to reduce the cost of meals, or improve their quality, for all.

Any member of College who wishes to

- (a) bring in a guest
- (b) take an "opted-out-of" meal
- (c) dine in if they live out

*must* purchase a supplementary meal card from the College Office before 10.00 am (for lunch)/before 12 noon (for dinner) on the day on which they wish to take the meal. Any member who lives out but who wishes to dine in regularly may purchase a special meal card at the beginning of each term from the Catering Manager.

Meal Cards do not cover Special College Dinners for which there are separate booking provisions.

### **Meals in Cranmer Dining Room**

When a meal is in progress in Cranmer Dining room it may not be used as a route between Haughton and Cranmer, and the signposts must be observed.

### **30. POST**

Parcels and registered letters are left in the College Office and addressees informed by the College Office. Such mail must be signed for on collection. The College will make every effort to forward first-class mail during vacations but no guarantee can be given and there are bound to be delays over all mail during the holiday periods.

### **31. TELEPHONES**

**The College Porters may be contacted from 5pm till midnight on (0191) 3343500**

**The Resident Tutors may be contacted after midnight on 07837 093 803**

**The College Officer on duty may be contacted in an emergency on 08000988084**

### **32. MOTOR VEHICLES AND BICYCLES**

The University Motor Vehicle Regulations **require** all vehicles kept in Durham by students to be registered with the University and that as a necessary condition for registration there should be adequate parking available. Students are therefore discouraged from bringing motor vehicles to Durham: parking is limited and car crime is high. Any student who does wish to keep a motor vehicle or motorised cycle in Durham must apply to the Senior Tutor (or Warden for Cranmer Hall) on the appropriate form for a University Car Badge. Making an application does not guarantee permission to bring a car to Durham.

Students should be aware that undergraduates are not normally permitted to keep cars in Durham unless they have personal or medical circumstances which require it, or they need a car for academic purposes or purposes connected with University level sport

### **33. LIBRARY**

In the Library

**Silence must be kept as nearly as possible.**

**Smoking is forbidden, and food and drinks must not be brought into the Library.**

**Books should not be left on the tables overnight unless the Librarian's permission has been obtained in connection with a sustained piece of work.**

**Books so left without permission may be removed by the Library staff.**

**Pets are not allowed in the Library.**

Lights should be switched off by the last to leave.

#### **Borrowing Books**

No book may be removed from the library without being properly issued. Books remain the responsibility of the borrower until they are properly returned.

All books borrowed are recalled by notices on the notice boards towards the end of each term. Library fines are as follows:

1. A fine is payable for every book not returned on or before its return date.
2. The cost of any book retained by a final year student may be charged to the student.
3. Similarly, the cost of any book lost by any student may be charged to the student.
4. A fine or other disciplinary action may be imposed on any student caught removing from the Library a book which has not been properly issued. Occasional spot checks will take place.

The Library door is kept locked at all times, but since the College ASSA key also opens the Library, students and staff have continuous access except during certain specified vacation periods when the whole College is closed to students.

### **34. COMPUTER ROOM**

A copy of the regulations regarding the use of the Computer Room is displayed in that room

All users of College IT facilities must comply with the Policy and the Regulations..

#### 35. CHAPLAIN

The Chaplain is available to talk to any member of College on any matter whatever, and especially to give support during times of personal difficulty. Where desired, this will be on an entirely confidential basis.

#### 37. CHAPEL

A Chapel Card, which will be issued termly, gives details and times of services. Members of the College will be given an opportunity to take part in the conduct of the services. The Chaplain is responsible for the Chapel building. Her permission must be obtained for any activity to take place within the building other than private prayer or authorised College services.

#### 38. PETS

Pets **CANNOT** be kept on College premises.

#### 39. MUSIC PRACTICE FACILITIES

Within the College there is a Music Room in the Parsonage by the Chapel which may be used between 9 a.m. and 9 p.m.

The Steinway Boston piano in the Leech Hall may only be played by those who have a grade VIII or higher musical qualification on the piano, who accompany the liturgy at official College services, or who are reading for a music degree. All persons wishing to play the Leech Hall piano must make clear that they understand the rules which apply to its use.. The hours of use are restricted to 8.00 a.m. to 11.00 p.m.

Use of the College organ is by arrangement with the Director of Music. The organ may not be booked for more than 1 hour at any one time, and may be played only between 10 a.m. – 1 p.m. and 4 p.m. – 9 p.m. in order that the Chapel can be used for quiet devotion.

***Amplified music must not be practised in the Leech Hall, or any other area of College, without special permission from the Senior Tutor or Warden.***

#### 40. COLLEGE DISCIPLINARY PROCEDURES

1. St. John's College is a small and close-knit community. This fact inevitably means that the actions of individual members affect the community as a whole. It is important therefore that individual freedom is not exercised in ways which impinge detrimentally on the well-being of others. Moreover, accountability and discipline are essential elements in the process of personal growth.
2. A college member who acts in breach of the College or University rules, or who brings the College into disrepute, will be liable to disciplinary action by the College. Action may be brought against members of College in respect of behaviour, *inter alia*, within other Colleges, within the precincts of the University or elsewhere.
3. As a 'properly recognised authority' under the General regulations of the University, the Principal has the right to exercise discipline within the College and to enforce its regulations. He may delegate this right to other members of staff and, in the day-to-day management of the College, powers of discipline will normally be exercised by the Senior Tutor or the Warden of Cranmer Hall. However, complaints brought by members of the public against students of the College will always be referred to the Principal.
4. The JCR President also has powers to discipline members of the JCR, as defined in the JCR constitution.
5. Major offences (that is, those for which the penalty may be rustication or expulsion) may be referred directly to the Senate Discipline Committee (see General Regulations of the University. Section IV:3). Major offences include conduct which brings the University into serious disrepute or which constitutes a breach of the University's Code of Conduct on Freedom of Speech, Personal, Sexual and Racial Harassment (to which attention is drawn).
6. The above procedure does not preclude action being taken by any other appropriate authority in the University (under General Regulations of the University) or through legal proceedings.

#### 41. COMPLAINTS PROCEDURE

Attention is drawn to the Complaints Procedure for students set out in Faculty Handbooks and the University Calendar. Complaints relating to the College are treated in section 7 which reads as follows:

- (a) **Stage 1: Informal Stage**

If the complaint is about a matter relating to a College or Society the student should discuss the problem with a tutor or a College Officer with a view to resolving the issues at this stage. If the student believes that the matter has not been resolved to his/her satisfaction he/she should raise the matter with his/her Head of House. If, exceptionally, the complaint directly concerns the Head of House, the student should follow Stage 2.

**(b) Stage 2: Formal Stage**

If the student believes that the matter has not been resolved to his/her satisfaction he/she may make a formal complaint to the Deputy Warden using a complaint form available from the University Office. The latter will investigate the matter with a view to finding a solution satisfactory to all parties if possible. He/she will prepare a written report outlining the action proposed normally within four weeks of the receipt of the formal complaint.

**42. RESIDENT STAFF**

**The College has five tutors who are resident. They are responsible, under the College Officers, for fire safety, security and discipline on the Bailey site. They may be contacted in an emergency on 07837 093 803.**

**Please do not hesitate to contact them if required.**

**Failure to respect the instructions issued by a Resident Tutor in connection with fire safety, security or discipline within the College will be treated as a serious disciplinary matter and reported to the Senior Tutor.**

**43. COLLEGE OFFICERS**

In an emergency, and if a Resident Tutor is not available, students may contact the College Officer on duty on **080000988084**

**APPENDIX 1**

**SUMMARY STATEMENT FOR ST JOHN'S COLLEGE ON HEALTH & SAFETY**

To conform with the terms of the Health and Safety at Work Act 1974 and with University policy, College Council has approved a Health and Safety Policy Statement for St John's College. Copies of the Health and Safety Policy for St John's College are available in the Bursar's Office. The following points state the overriding principles of the Policy.

1. St John's College is responsible for the management of the premises which it occupies and also for the services it provides.
2. In conformity with the University's Policy Statement, it is the policy of The College to ensure, so far as is reasonably practicable, the health, safety and, where appropriate, welfare at work of all its staff, students and other persons who may visit College premises, use its facilities or services, or be otherwise affected by its activities, in accordance with the relevant statutory requirements.
3. The College will therefore conform to all legal requirements and appropriate Codes of Practice, guidance, etc. and will take any reasonable measures considered necessary to manage its affairs to ensure compliance with this policy.

It follows from the Health and Safety at Work Act 1974 that under duty of care every member of St John's College, staff and students, has a responsibility for their own and other people's welfare, health and safety.

## APPENDIX 2

### STUDENTS LIVING OUT OF COLLEGE : UNIVERSITY CODE OF CONDUCT

This Code of Conduct (for students of Colleges in Durham and Stockton) is published annually in the *Calendar* (a copy of which may be consulted in the Master's Office or on-line at <http://www.dur.ac.uk/university.calendar/>).

#### 1. MAINTAINING CONTACT WITH YOUR COLLEGE OR SOCIETY

Students who 'live-out' remain members of their College or Society and are encouraged to enjoy the privileges and responsibilities of membership of those communities no less than those who 'live-in'. In addition to being a focus of social and recreational life, to which it is hoped you will frequently return, not least to collect mail directed there, your College or Society remains an important point of contact with the University on official, academic matters and must be able to get a message to you in an emergency. It is therefore essential that your College or Society be kept informed of your correct term-time address and telephone number(s).

#### 2. ON BEING GOOD NEIGHBOURS

Your neighbours may not be familiar with the University or with the pressures and exuberance of student life. Indeed you may be their only contact with the University. The University and your fellow students may, therefore, be judged by your behaviour. It is of the greatest importance for future generations of students that you establish and maintain good relationships with your neighbours (and they with you). The goodwill of the local citizens is essential for 'Town and Gown' relations and in any case you will derive greater pleasure from living out if you get on well with your neighbours.

#### 3. NOISE

Excessive noise, especially late at night, is very unneighbourly and can cause great distress, particularly to those whose working day starts and finishes earlier than yours or who need an undisturbed night. Do please respect the needs of others, particularly in terraced houses with thin walls, and keep radios, TVs and audio equipment at a low volume. If you have a party at your home remember to inform your neighbours and to promise them that it will finish at a reasonable (specified) time, after which they can be assured of peace and quiet.

#### 4. CAR PARKING

The other major source of complaint by local residents arises from the inconsiderate use and parking of motor vehicles. The General Regulations of the University require that all students bringing motor-vehicles to Durham City must obtain a University Motor License. Please remember that residents find it very annoying to have someone else's car permanently parked outside their front window

#### 5. UNIVERSITY-CITY LIAISON AND THE CODE OF CONDUCT

Local residents who have cause to complain of student behaviour (or students needing help with their neighbours) may contact the City Liaison Officer in Old Shire Hall or the Bursar at University College Stockton as appropriate, who will, if necessary, advise your Head of House.

If disciplinary action via remonstrance and fines proves ineffective (and it is hoped that there will be no such case), the College or University authorities are empowered to deal with the matter as possibly constituting a *major offence*, for which the penalty could be rustication or expulsion.

Of course, any citizen who is repeatedly disturbed by excessive noise or other disgraceful behaviour may have recourse to the Environmental Health Officer or to the Police.

**APPENDIX 3**  
**ILLEGAL DRUGS AND ALCOHOL**

College Council has approved this statement, which was prepared by the University Registrar, as an annexe to College Regulations.

**ILLEGAL DRUGS**

1. The University actively discourages the use of illegal drugs. The possession of illegal drugs is a criminal offence and the possession with intent to supply is a more serious offence. The University would break the law if it permitted illegal drugs to be used on its property.
2. The University will not tolerate the use of illegal drugs on its property. Students found to be using or in possession of any illegal drug, including cannabis, on University premises will be subject to its disciplinary procedure.
3. The University will inform the police of any student suspected of dealing in drugs. We also reserve the right to inform the police about students found to be using or in possession of drugs.

**ALCOHOL**

1. The University recognises that moderate consumption of alcohol can be an enjoyable part of socialising for many students but the abuse of alcohol by a minority can be damaging to the students themselves and lead to unacceptable behaviour.
2. Anti-social drunken behaviour is subject to College or University disciplinary procedures, as appropriate.

**UNIVERSITY DISCIPLINARY PROCEDURES**

The University's disciplinary procedures are set out under Section IV of the General Regulations. Major offences include:

- Serious damage to property.
- Immoral, scandalous or disgraceful behaviour.
- The possession of illegal drugs on University property with the intention to supply.
- The theft, or attempted theft of dangerous drugs from University stores, or elsewhere.
- The manufacture or attempted manufacture of dangerous drugs using University equipment or premises.
- The receipt, or intended receipt, of illegal drugs from a supplier or through the post.

A major offence may be punished by rustication (exclusion from the University for one year) or expulsion from the University.

**APPENDIX 4**

	<b>SCHEDULE OF STANDARD CHARGES AND FINES- (minima)+++</b>	<b>Charge or Fine</b>	<b>Amount £</b>
1	Behaviour bringing the College into disrepute	Fine	50
2	Disregard noise "curfew" as defined in Residence Agreement	Fine	50
3	Smoking in non-smoking areas.	Fine	50
4	Activating fire alarm by smoking, lighting candles, joss-sticks etc	Fine	100
5	Activating fire alarm by inadequate supervision of toaster, microwave etc	Fine	100
6	Activating fire alarm by careless use of a hairdryer, aerosol or steam	Fine	nil
	First Offence		50
	Second Offence after a warning re previous careless use		
7	Activating fire alarm by careless impact with a call point	Fine	50
	First Offence		100
	Second Offence after a warning re previous careless use		
8	Failure to report responsibility for damage or loss to the JCR President or a College Officer within 24 hours of occurrence	Fine	100
9	Removal and Cleaning of bodily fluids	Charge	35
10	Failure to keep room in an acceptable state of repair or condition, after a warning, during Residence Periods	Fine	50
11	Failure to remove belongings (or pack them away completely out of sight), between concurrent Residence Periods	Fine	50
12	Failure to remove posters and blu-tak at end of or between Residence periods	Fine	20
13	Leaving fire door propped open when unattended or disconnecting door closer	Fine	50
14	Tampering or removal of Fire Extinguishers	Fine	100
15	Replacement Door Lock - ASSA cylinder inc 2 No. keys (B5)	Charge	65
16	Replacement Door Lock - ASSA mortice escape sash lock inc 2 No. keys (B6)	Charge	175
17	Major Repairs to internal doors and frames (B7)	Charge	50
18	Replacement Door Frame (B15)	Charge	150
19	Replacement Notice Boards (B8)	Charge	20
20	Minor Repairs to plaster / paintwork (minimum charge)	Charge	50
21	Replacement Door Closure (B14)	Charge	90
22	Replacement 13amp switched socket (E9)	Charge	25
23	Replacement Fluorescent Tube (E5)	Charge	15
24	Replacement of a light switch (E8)	Charge	20
25	Clear blockage from WC, bath, sink or urinal (P1/2)	Charge	35
26	Replace wash hand basin (P10)	Charge	195
27	Replace WC pan (P13)	Charge	100
28	Replace WC cistern (P14)	Charge	100
29	Replace WC seat (P15)	Charge	35
30	Replace of broken windows (minimum charge)	Charge	50
	NB References in ( ) relate to E&B Schedule of Rates		

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