



St Chad's College

STUDENT HANDBOOK

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Introduction

This handbook is produced for student members of College and for the good order and smooth running of the St Chad's College community. It sets out protocols, to which all members are asked to adhere. The Handbook sets out what people in our scholarly and residential community can reasonably be expected to do and to be, as well as some boundaries which the community agrees to maintain and uphold.

This handbook should be read in conjunction with College Policies and Procedures which are available on the [Official Documents](#) section of the College website. Because this handbook contains important health and safety information, all students are required to be familiar with its contents. Information on such things as health and safety, the environment, security, etc. are not easily separated from other policies and procedures: in everything we do, we need to exercise care and responsibility.

Students are responsible for being familiar with the codes and procedures included in this handbook.

Our College Community

Ethos & Expectations

One of the things that we most prize about St Chad's is its strong sense of community. We welcome students from all backgrounds – social, ethnic, religious, national – who espouse a wide range of views and assumptions. We are an inclusive multi-generational community of learning and hope that we can support and challenge each other in equal measure.

Living and working together is an important part of our education; students value being part of a diverse human-sized community in which they can flourish, make friends and have the chance to see the world from a variety of perspectives. This is also a place which will encourage you to excel academically, develop a whole range of other skills and talents, and engage thoughtfully with the challenges and opportunities of the world beyond St Chad's.

For the most part, living together in community is straightforward and enjoyable. It depends on all of us treating each other with respect and a degree of tolerance and thoughtfulness. It also helps if a community has a set of clear expectations, policies and procedures which will guide us if we are unsure and help to resolve things when they do not go according to plan. To this end, staff and students have worked on bringing together our various policies, rules and guidelines to help you understand the shared expectations of this community, to navigate our various codes of conduct and to know where you can get support or express concern when things are not as they should be.

We hope this Student Handbook book is a clear and useful reference resource. Please don't hesitate to ask a member of the exec, one of the college officers or a member of the staff team if you have concerns or need advice.

Dr Margaret Masson
Principal



You can read more about our Vision and Values in our Strategy document here:
<https://www.stchads.ac.uk/about/st-chads-strategy-2017-2027/>

The University's Student Pledge

My pledge to myself

I undertake to:

- Hold myself to the highest possible standards
- Conduct myself with integrity and dignity in all matters
- Demonstrate high standards of personal conduct in my interactions with the University and the wider Durham community.

My pledge to others

I undertake to:

- Respect diversity and the promotion of equal opportunity for all
- Treat other students, staff and members of the wider community with respect and tolerance, irrespective of their race, colour, religion, sex, age, sexual orientation, gender identity or expression, nationality or disability
- Promote a culture in which incidents of sexual violence and misconduct are not tolerated
- Be a good and considerate neighbour while living in College or within the wider Durham community

My pledge to my educational experience

I undertake to:

- Engage with my academic studies to the very best of my abilities both as an independent learner and as part of the community of practice within my academic department(s)
- Conduct myself with honesty and integrity in pursuit of my education, respecting the University's rules on plagiarism, research misconduct, and the use of the IT and Library facilities
- Respect freedom of expression.

College Officers

Dr Margaret Masson - Principal



Dr Masson is the Principal of St Chad's. A Scot born and brought up in Zambia who lectured in English in the USA for a number of years, Margaret was involved with Traidcraft, the fair trade organisation, since 1995, first as a Board member and then as Vice-Chair of Trustees from 2002 - 2012; she served as member of the Leech Research Management Committee from 2001 - 2014, is on the Board of Ridley Hall, Cambridge, serves as a Bishops' Reviewer for Ministerial Training for the Church of England, and co-organises the Neville's Cross EcoFest. She speaks, and writes mainly in the area of Literature and Theology.

Dr Eleanor Spencer-Regan – Vice-Principal & Senior Tutor (parental leave until January 2020)



As Vice-Principal and Senior Tutor, Eleanor offers student support to all members of St Chad's College, with a particular remit for the support of our undergraduate students and for the development of the College as a multi-disciplinary scholarly community. Eleanor's particular interests in the area of student support and college management include sexual violence prevention and global citizenship. Students can either make an appointment by e-mail to see Eleanor, or pop along to her Open Office Hours held every day. Originally from South Wales, she was awarded a First Class Honours BA in English Literature in 2007, an AHRC-funded MA with Distinction in Studies in Poetry in 2008, and an AHRC-funded PhD on the work of the Anglo-American poet (and College Fellow) Anne Stevenson in 2012, all at the University of Durham. After a year as a Knox Memorial Fellow at Harvard University, she returned to Durham to begin her career in academia and student support. Her teaching and research interests include twentieth century and contemporary British and American poetry. Recent and forthcoming publications include essays on Kathleen Jamie (Edinburgh University Press) John Ashbery (Palgrave Macmillan), love poetry (Wiley Blackwell) and Anne Stevenson (Wiley Blackwell), and Sylvia Plath (Cambridge University Press). She is the editor of *American Poetry since 1945* (Palgrave Macmillan New Casebook Series) due for publication in 2017.

Jeanna Spencer – Assistant Senior Tutor (on secondment from St John’s College)



As Assistant Senior Tutor, Jeanna offers student support to undergraduate students and leads on departmental liaison and signposting to professional support services. Jeanna was a Pastoral Tutor at St John’s College from 2012 and started working as Assistant Senior Tutor in 2015. She is passionate about supporting young people to achieve their potential, and is based in College part-time (mostly mornings). Jeanna is married to Ed and enjoys parenting their son Joshua (10 months), reading fiction, obstacle races, gourmet food, Freecycle, clothes swapping, charity fundraising, live music, theatre performance and spending time with friends and family. She has just completed the first year of a Masters in Theology and Ministry at Cranmer Hall and returned to work on secondment to St Chad’s following a period of parental leave.

Alastair Jenkins – Vice-Principal & Bursar



As Vice-Principal & Bursar, Alistair is responsible for the operational side of St. Chad’s, including finance, health & safety and HR as well as overseeing the housekeeping, maintenance and catering teams. Alistair became Vice-Principal & Bursar at St Chad's in December 2016, following a career in finance and business which has included working for major companies such as Lloyds Bank and Shell as well as a six year stint as Stewardship Development Officer for the Diocese of Durham. Alistair's most recent role was a Regional Manager for Charity Bank in the North East. Outside of work Alistair chairs the North East Religious Learning & Resources Centre and was Chair of Prince Bishops Community Bank until December 2016. In his spare time, Alistair enjoys playing and watching a number of sports and spending time with his family

The Revd Dr Ashley Wilson – Vice-Principal & Postgraduate Director



Formerly Chaplain of the College, Ashley is now Vice-Principal & Postgraduate Director. As Vice-Principal, Ashley is primarily responsible for "compliance" (overseeing safeguarding, Prevent, data protection, Health & Safety - and anything else with an external reporting function) as well as College policies and procedures. As Postgraduate Director, Ashley oversees the College’s provision for postgraduate students and their relationship with the College. He is responsible for Postgraduate Admissions, helps to coordinate the tutorial system for postgraduates, and is the point of contact for all postgraduate matters. Ashley is available to advise any student in financial difficulties (or who have any financial queries or concerns).

For other key members of Staff – see the [Staff page](#) of the College website

Common Rooms

Common Rooms

There are three common rooms in College: the Junior Common Room (for undergraduates), the Middle Common Room (for postgraduates) and the Senior Common Room (for staff and tutors).

Each Common Room has an elected executive committee of representatives.

The term “Common Room” is used interchangeably to refer both to groups and to particular places in the College. It should be noted that the rooms used as 'common rooms' belong primarily to the College as a whole, and so they are not for the exclusive use of any groups in College. Thus the College may, from time to time, give permission to groups to hold meetings or other events in any of the common rooms.

Union (JCR, or MCR) membership

A student has the right not to be a member of a student association, and a student who exercises this right will not be disadvantaged with regard to the provision of services, except that they will not be entitled to (1) stand for office, vote in elections, or attend meetings of the common room, (2) use the college bar (except as a guest – up to a maximum of four times a year), (3) join clubs or societies organised and run by the common room concerned, (4) attend any Common Room event that is funded by membership dues ('Battels') except at the discretion of the common room and on payment of an appropriate fee or (5) use any Common Room facilities that are funded by membership dues ('Battels').

Students can opt out of common room membership (or the sports levy – see 4 below) by notifying the Common Room President and the College Vice-Principal & Bursar in writing (email is acceptable) before the end of the second full week of October each year (the opt-out applies only to the current academic year and needs to be renewed in subsequent years).

The period up to the end of the second full week of October is, effectively, a free trial period during which you can enjoy all the rights and privileges of Common Room membership.

Unless you exercise your right to opt out, then the charges will appear on your first College Bill. Please note that no opt-out is possible after the end of the second full week of October. The College reserves the right to charge in full for all those services from which a student has not opted-out.

It is possible for a student to opt back in to Common Room Membership (or sports) at any time by paying the appropriate charges.

Without opting out, students are required to pay the applicable fees, and the College will assist the common rooms in collecting these fees. Because the common rooms are organically part of the College, a debt to a common room will be treated as a debt to the College. Students are required to settle all such debts prior to registration each year and, in any case, prior to graduation.

Battels are collected by Colege on behalf of the Common Rooms. A bill for the accommodation fee, other fees, and battels will be issued at the beginning of each term and should be paid within twenty-one days.

See also: [Common Room webpages](#) – including Common Room Constitutions (these will shortly be available in newly updated College Statutes – available on the [Official Documents page](#) of the College website).

Student Support & Welfare Provision

The College is committed to providing high quality pastoral support to all student members whether you live in College or live out. This involves offering staff-provided pastoral support and also empowering students in Common Room Welfare roles to offer high quality peer-to-peer support. As you are (most likely) over the age of 18, we treat you as responsible adults and, therefore, the support we provide is mainly reactive; we will respond quickly and effectively with advice and support when you ask for it. We may also contact you proactively if we have concerns about your welfare, safety, or academic progress. Our student confidentiality policy means that we won't contact or communicate with your parents / guardians / any third party external to the University without your permission and even then, we prefer to deal with you directly, where possible. The College Officers are based in the Main College building. The Principal has overall responsibility for provision of student support. The Vice-Principal and Senior Tutor is responsible for undergraduate student support and the Vice-Principal and Postgraduate Director is responsible for postgraduate student support. Students may contact College Officers by e-mail if they wish to arrange a meeting to discuss any concerns or difficulties, though students with urgent problems are welcome to drop-in at any time during usual office hours, Monday to Friday, if College Officers are available. College Officers' contact details are given on the College website.

The College Tutoring system is designed to give every student member a friendly and familiar 'first point of call' for any questions, concerns, or difficulties they may have. The College has a team of over 50 tutors, including academics, University staff, and members of the local community. Each student member is allocated to a tutor group before their arrival. Tutors meet with their tutees at least once a term at Tutors' Formals, in group social events, and / or in one-to-one meetings. Student members are expected to respond to communications and invitations from their Tutor in a timely fashion.

Mental Health

Mental health problems need not be a barrier to your successful engagement with your studies and with University life. The majority of students with mental health difficulties are able to navigate their University careers successfully through a combination of self-care, pastoral support in Colleges, adjustments within their Academic Departments, specialist support services and the support offered by external services. There are specialist Mental Health Advisors, who are registered mental health nurses, based in the Counselling Service:

<https://www.dur.ac.uk/counselling.service/mhadvice/>

Out of hours

(between 5pm-8am Monday to Friday, and all day over the weekend), students may seek assistance from the College Porter. A College Officer is always on duty out of hours, and may be called in an emergency.

Durham Students' Union

The Students' Union's Advice Service provides friendly, professional and impartial advice in a confidential setting. This service is free to all Durham students, because every student has the right to access affordable housing, a good quality education, and to feel part of a safe and inclusive community.

The Advice Service covers all of the main areas of student concerns, whether it's to do with housing, academic problems, or anything else that might be affecting you during your studies. Advisers can offer face-to-face appointments, as well as point you in the right direction when there's someone else who can better address your needs.

These helpful guides might be useful if you find yourself in a tricky situation:

<https://www.durhamsu.com/advice-and-support>

The Students' Union is separate from the University, meaning that your enquiry is dealt with in the strictest confidence.

You can get in touch with the Advice Service directly using their online form:

<https://durhamsu.ml/advice/eforms/advice-service-intake-form/2/>

Chaplaincy and Outreach



David Rushton is the College chaplain and outreach officer, he is responsible for the life of the chapel as well as coordinating chaplaincy events to engage with the range of world beliefs and views of our College community.

David also assists the Common Rooms in creating opportunities for volunteering within the local community. The College programme of widening participation with schools is also coordinated by David.

You will often see David around the College throughout the week and he also offers a drop-in service. Please feel welcome to drop in for a chat, his office is on the first floor corridor of main college. (His dog, Eddie also loves visitors!)

The College is committed to being a place of inclusive, radical hospitality and the Chapel and Chaplaincy events offer a place of welcome whatever your religion or belief, cultural heritage, gender identity, or sexual orientation.

St Chad's encourages all students (and staff) to explore the spiritual and religious dimensions of life and to make connections with the academic and intellectual dimensions. The chaplain is available to all students and staff at St Chad's whatever their religion or belief. Throughout the year there is a range of opportunities to wrestle with spiritual and ethical issues, including discussion groups, film nights and some occasional trips to places of interest within the region.

During term-time there are regular services within the College chapel including choral Sunday morning services followed by coffee and cakes in the Senior Common Room (you're welcome to join us for coffee and cake even if you don't come to Chapel). Weekday services also include choral services led by the College Choir.

David has a number of contacts within the City and local region of faith and belief leaders who you may wish to make contact with. If you have any specific requirements linked to your faith, relating to accommodation, diet or the observance of festivals then please contact David for guidance and support.

<https://www.stchads.ac.uk/college/outreach-and-volunteering/>
<https://www.dur.ac.uk/faithsupport/>

Tolerance & Freedom of Speech

Bullying & Harassment

The College endorses the University Guidelines on Sexual and Racial Harassment, and offers the following procedures for dealing with complaints about bullying and harassment within the College.

Definition of harassment. Harassment is defined as verbal, physical or other acts which cause offence due to an individual's gender, orientation, ethnic origins or religion. Under the University's guidelines, such acts constitute harassment whether or not offence is intended. Conduct will amount to harassment if it is offensive or intimidating to the recipient, and would be regarded as sexual or racial harassment by reasonable people. The College would like its students to note that sensitivity to other's feelings rather than a precise list of actions is part of minimising harassment.

Definition of Discrimination. Discrimination takes place when an individual or a group of people is treated less favourably than others because of their race, gender, gender reassignment, marital status, status as a civil partner, disability, age, religion or belief, sexual orientation or other factors unrelated to their ability or potential.

Definition of Bullying. Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. While bullying and harassment are related, bullying is usually intentional.

It is recognised that differences in attitude, background and culture can often mean that what is perceived by one individual as harassment or bullying may not necessarily be perceived in the same way by another. It should be noted therefore, that when deciding whether bullying or harassment has occurred, the impact on the individual and whether the behaviour is unacceptable by normal standards will be the focus, rather than motive or intent.

Unwanted attention of a racial or sexual nature is harassment. You should try to make it clear to the individuals concerned that you find their behaviour unacceptable. If, however, you are unable to put a stop to the behaviour yourself, you should consult another student of the College and seek assistance.

Who to see. In the first instance individuals with a complaint can discuss the matter with any one or more of the following people: personal tutors, College Officers, College Chaplain, or the Principal. The JCR, MCR or DSU Welfare Officers are also available. If these are unavailable or inappropriate, the matter can be discussed with University advisors or senior students of the University (i.e.

Departmental Director of Studies, the Visiting College Nurse, etc.). Any or all of these individuals are available to a person who feels that they have been harassed, irrespective of ethnic origin, orientation or religion. The status of the individual concerned (whether a junior or senior student) should be irrelevant to the complaint. Any problem will be dealt with in confidence, but it should be noted that other individuals may have to become involved. If College staff are involved in cases of harassment, again one or more of the above individuals can be contacted.

Mediation and Reconciliation. The College hopes that most cases of bullying, discrimination, and harassment can be dealt with at the level of providing information about the consequences of offensive behaviour with the aim of establishing communication between the individuals involved. The individual causing the offence will be contacted by one of the people listed above and discussions will ensue initially on a one-to-one basis. This might result in either a formal apology or discussions between the parties concerned with the intention of achieving a reconciliation. If, however, the person who caused the offence feels that they had a genuine grievance and have been unjustly accused, that person may have recourse to other students of College who can speak in their defence, should they wish. These individuals can be the tutor of the student concerned, another senior student or, in the case of College staff, the Vice-Principal or a delegated representative. The person acting on behalf of the individual bringing the complaint can meet the chosen representative of the accused individual and, again, discussions as to the actions and their consequences will take place.

Formal complaints against individuals within the College. The College's Complaints Procedure will be followed (copies available on College Website under Official Documents).

Complaints against individuals outside the College. The same individuals are available to act on behalf of the person with a complaint, and will contact the relevant student of another College or of the University. Complaints against supervisors, university assistant staff, or senior students of the University may involve the Welfare Officers and the Equal Opportunities Officer of the University. If a student of St Chad's College is accused of harassment by someone outside the College, they will also have access to those people listed above to act on their behalf. It is important to recognise that discussions involving all parties concerned are the only methods for curbing the problem of racial and sexual harassment; it is hoped that college students will become aware of the need to monitor their behaviour to guard against potentially offensive actions, and will act responsibly within a social context.

Coming soon

During the 2019/20 academic year, the University will introduce an online tool which provides a pathway for students and staff to request to speak to a Bullying & Harassment Advisor or College Support Officer, make anonymous (no action requested) and named (requesting university action) reports on incidents under the Respect at Study and Respect at Work policies as well as the Sexual Violence

and Misconduct Policy. Additionally, the tool contains resources on internal and external support for bullying and harassment, hate crime, sexual violence and misconduct and relationship abuse.

See also:

- College Social Media Policy (and notes below) & Freedom of Expression Policy - available on the [Official Documents page](#) of the College website).
- [The University's Respect at Study policy](#)

Safety & Security

CCTV

The College operates a CCTV security system which records images which may be stored for up to four weeks and then erased. An appropriate CCTV notice is displayed in Main College.

Fire safety

Any student who anticipates needing assistance to escape in the event of a fire or fire alarm should speak to the Vice-Principal & Senior Tutor upon arriving or upon discovering the special need. The Vice-Principal & Senior Tutor will arrange for a risk assessment to be conducted by the College's fire-safety officers. A list of those with special fire-safety needs is posted in Reception.

Fire safety is included in the Freshers' Week programme, and fire drills are conducted in every building twice in the first term, and at least once in subsequent terms.

Any fire, no matter how small, is potentially dangerous. In all cases when smoke or fire is noticed, the fire alarm must be initiated, the Fire and Rescue Services alerted and a porter notified. The College alarm system is a general purpose emergency system and is not connected to the Fire Service, so Fire and Rescue Services must be called. YOU must ensure that you are familiar with escape routes from your room (these are posted in your room) and that you know where the nearest fire extinguishers are located.

The following notice is in every room:

If you discover a fire:

Raise alarm immediately by operating nearest fire alarm.

Call the Fire Brigade -- 999 -- on any telephone.

Evacuate the building as soon as you are in danger.

If you hear the alarm:

Evacuate the building, closing doors and windows, but leave lights on.

If it is safe to do so, quickly check nearby rooms and put on warm clothing at night.

Get clear of the building and access roads and proceed to assembly points.

Do not re-enter the building until you are told it is safe to do so. Do not stop to collect personal belongings.

Privacy & Data Protection

Data Protection

Privacy Statement

In accordance with the College's policy on data retention, members' confidential electronic student files are retained for (?) after the member has completed their academic programme.

Privacy Notices and Further Information are available on the [Official Documents page](#) of the College website).

Electronic Records

Each student member of the College has a confidential electronic student file for the duration of their academic programme. The purpose of this electronic file is to allow College staff to securely store any relevant correspondence, documents, and information necessary to provide high quality student support.

Below is an indicative but not exhaustive list of information / documents that may be kept in a student's confidential electronic file:

- UCAS application documents
- Any questionnaires completed / information provided by the student prior to arrival
- Medical evidence, including information about disclosed disabilities
- Academic transcripts
- Appointment sheets recording meetings between College staff and students
- E-mail correspondence (including correspondence between College and academic departments / student support services)
- Information about concessions
- Information regarding any disciplinary procedures
- SAC and Self-Certification of Absence forms
- End of Year questionnaires

Access to these files is strictly limited to College Officers and relevant College student support staff.

Any student member of College may request to be provided with an electronic copy of their confidential electronic student file at any point. Members should allow three working days for this to be provided.

IT & Social Media

University IT Regulations

<https://www.dur.ac.uk/cis/policy/regulations/>

Why do you need to know about this?

All IT facilities provided in St Chad's College (including WiFi) are part of the University network. When using any University IT facility you are bound by the University's IT Regulations, which outline your responsibilities when accessing and using University IT networks, systems and services. Note that the regulations still apply when you are using your own equipment to access the internet or any online services over the University network, as well as when using University or College equipment.

What do you need to do?

DO...

- Use the IT facilities to carry out your academic work and other normal University activity.
- Comply with the law, and with all applicable regulations and policies (see 'Where to next' below).
- Comply with the terms and conditions of any licences or end user agreements for any software or services that you use.
- Take measures to ensure the security of any IT equipment that you use.
- Make sure you log-off or lock any IT equipment you are using before leaving it unattended.
- Safeguard personal or commercially valuable information.
- Act with consideration for others when using University IT Facilities.
- Report any problems or incidents promptly, including any breach of regulations.
- If you are a member of staff, take note of the conditions relating to personal use of the IT facilities, including ensuring that personal emails sent or received using the University email system are clearly identified as private (for example in the subject line or by filing such emails in a folder marked 'private').

DON'T...

- Use the IT Facilities for any commercial purpose without authorisation.
- Allow anyone else to use your IT credentials (username and password), or attempt to obtain or use anyone else's.
- Put the institution's IT facilities at risk, for example by:
 - Deliberately misusing, corrupting or breaking any IT services, equipment or software
 - Visiting websites or opening attachments likely to introduce malware
 - Attempting to disable security measures.

- Allow unauthorised users to access University IT Facilities.
- Make use of copyright material without permission or infringe the intellectual property rights of others.
- Access, create, download or circulate any material which is likely to cause offence or break the law. This includes pornographic material; it also includes material which may be subject to UK counter-terrorism legislation.
- Waste IT resources.
- Interfere with others' legitimate use of IT Facilities.
- Act in a way that is likely to bring the University into disrepute.

Please contact the IT Service Desk <https://servicedesk.durham.ac.uk> if you have any questions regarding the regulations or use of University IT; or if you need to report a problem or incident.

Please note that Durham University reserves the right to monitor and record the use of its IT Facilities as specified in the regulations.

Please note that breaches of the regulations will be taken seriously and may result in disciplinary action.

Social Media Policy

St Chad's College has adopted the Church of England's social media community guidelines and expects its members to agree to:

- **Be safe.** The safety of children, young people and vulnerable adults must be maintained. If you have any concerns, ask a College safeguarding officer.
- **Be respectful.** Do not post or share content that is sexually explicit, inflammatory, hateful, abusive, threatening or otherwise disrespectful.
- **Be kind.** Treat others how you would wish to be treated and assume the best in people. If you have a criticism or critique to make, consider not just *whether* you would say it in person, but the tone you would use.
- **Be honest.** Don't mislead people about who you are.
- **Take responsibility.** You are accountable for the things you do, say and write. Text and images shared can be public and permanent, even with privacy settings in place. If you're not sure, don't post it.
- **Be a good ambassador.** Personal and professional life can easily become blurred online so think before you post.
- **Disagree well.** Some conversations can be places of robust disagreement and it's important we apply our values in the way we express them.
- **Credit others.** Acknowledge the work of others. Respect copyright and always credit where it is due. Be careful not to release sensitive or confidential information and always question the source of any content you are considering amplifying.

- **Follow the rules.** Abide by the terms and conditions of the various social media platforms themselves. If you see a comment that you believe breaks their policies, then please report it to the respective company.

See also: the College's Social Media Policy - available on the [Official Documents page](#) of the College website).

Diversity & Inclusion

St Chad's is a progressive, enterprising college, home to students from all over the world, and from all parts of the UK, from a wide variety of backgrounds. Our motto is "non vestra sed vos" – "not what you have but who you are". St Chad's is a community known for its quirkiness, where all kinds of diversity is respected and where you will be valued, just as you are, and encouraged to develop into all you can be.

St Chad's College has adopted the University's Equality, Diversity and Inclusion Policy:

<https://www.dur.ac.uk/equality.diversity/positiveworking/policies/eanddpolicy/>

Disability

St Chad's College works closely with the University's Disability Support Service and will always seek to fully implement the recommendations in any student's Disability Support Notification.

Whether you are a current student, or an applicant to Durham University, if you experience a disability and would like to discuss how it affects your studies; the resources available please contact **Disability Support:**

<https://www.dur.ac.uk/disability.support/>

Disability Support is a specialised service providing information, advice and guidance to prospective and current disabled students, as well as to staff working with disabled students.

They support students with a wide range of disabilities including, but not limited to:

- Autistic Spectrum Conditions/Asperger's Syndrome
- Dyslexia, Dyspraxia and other specific learning difficulties
- Mental health difficulties
- Mobility impairments
- Sensory impairments

Sex, Relationships and Consent

Consent

(This section is adapted from information provided by the Sexual Assault Prevention and Awareness Centre at the University of Michigan.)

i. What is Consent?

At the heart of consent is the idea that every person has a right to personal sovereignty – the right to not be acted upon by someone else in a sexual manner unless they give that person clear permission. It is the responsibility of the person initiating the sexual activity to ascertain this permission is being given by the other party. Consent is when someone agrees, gives permission, or says "yes" to sexual activity with other persons. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional, psychological, physical, reputational, financial pressure, threat, intimidation, or fear (coercion or force). Consent cannot be validly given by a person who is incapacitated through alcohol or drug consumption, or by person who is sleeping or unconscious.

ii. Consent should not be assumed

Each of us is responsible for making sure we have consent in every sexual situation. If you are unsure, it is important to clarify what your partner feels about the sexual situation before initiating or continuing the sexual activity. Consent should not simply be assumed by:

- **Body language, Appearance, or Non-Verbal Communication:** You should never assume that an individual wishes or agrees to have sexual contact with you by the way they dress, smile, look or act.
- **Romantic or sexual relationships:** Being in a romantic or sexual relationship with another person does not constitute consent. An individual in a romantic or sexual relationship should still seek to establish affirmative consent from the other party in every sexual situation.
- **Previous Activity:** Consent to engage in one sexual activity at one time is not consent to engage in a different sexual activity at that time or to engage in the same sexual activity on a later occasion.
- **Silence, passivity, lack of resistance, or immobility:** A person's silence should not be considered to constitute consent. A person who does not respond to attempts to engage in sexual activity, even if they do not verbally say no or resist physically, is not clearly agreeing to sexual activity.
- **Incapacitation:** Excessive alcohol consumption or use of other drugs can render a person incapable of giving consent. It is important to remember that sexual assault is *never* the survivor's fault, regardless of whether they may have been intoxicated.

iii. Consent is a knowing and voluntary agreement to engage in specific sexual or intimate conduct.

This means that, in order for consent to exist, consent must be: knowing, active, voluntary, and present and ongoing.

Knowing: All individuals must be fully aware of, understand, and agree to the “who” (partners), “what” (acts), “where” (location), “when” (time), and “how” (the conditions) of the sexual activity.

Active: Consent must take the form of “clearly understandable words or actions” that reveal one’s agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not – in and of themselves – be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.

Voluntary: Consent must be freely given and cannot be the result of force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behaviour, bullying), coercion (undue pressure) or fraud (misrepresentation or material omission about oneself or the situation in order to gain permission for sexual or intimate activity).

Present and Ongoing: Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. *Consent may also be withdrawn during the sexual act* – provided the person withdrawing consent makes that known in clearly understandable words or actions. If consent is clearly withdrawn by one party during the sexual act, it is an offense to continue with the sexual act. Consent that was clearly given before and during the sexual act may not be withdrawn after the fact.

Consent is not present when an individual is **incapacitated**, voluntarily or involuntarily, due to age or physical condition (sleep, lack of consciousness, alcohol, drugs), or illness or disability that impairs the individual’s ability to provide consent. Incapacitation due to physical condition includes the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. Other signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction.

Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. [Note: an indicator of drunkenness or intoxication is the drink-drive limit, so this statement means 'beyond that level of drunkenness or intoxication']. Some indicators of incapacitation due to alcohol may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings, or the inability to communicate coherently. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person’s level of intoxication. Sexual contact while under the influence of alcohol is risky

behaviour. Alcohol impairs a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct and does not excuse one from the responsibility to obtain consent.

iv. Education and Training

Freshers' Week will include consent workshops as a matter of course. All student members are strongly encouraged to participate in these workshops; however, we recognise that participation may be distressing or triggering for some individuals. These individuals are encouraged to contact College Officers to access support. JCR and MCR Welfare Officers, as well as College Officers, are available to discuss the issue of consent.

v. "Consent Matters"

Durham University recognises the significant impact of all experiences of sexual violence and is committed to promoting a culture in which sexual violence is not tolerated and will be addressed. To achieve this, all members of our University have a responsibility for upholding the principles of dignity and respect. Before the conclusion of Induction Week, all new students are therefore expected to complete the online course, '**Consent Matters; Boundaries, Respect and Positive Intervention**', which is available on DUO (Durham University Online) before participation in College-based clubs, societies or committees. Access to DUO will be available to you upon completion of your University registration.

During Induction Week, St Chad's will require you to confirm that you have [or will] complete this course. Questions about the course should be directed to the Vice-Principal & Senior Tutor (Dr Eleanor Spencer-Regan) who will be happy to discuss the course with any member of the College community. More information is also available at www.durham.ac.uk/sexualviolence. We hope that all students will find the course interesting and commit to maintaining our valued culture of respect at St Chad's and at Durham University.

vi. Welfare Supplies

Condoms, lubricant, dental dams and pregnancy testing kits are provided by the JCR

Sexual Misconduct & Violence

The University's Sexual Misconduct & Violence Policy and Procedure can be found at <https://www.dur.ac.uk/sexualviolence/>

St Chad's College will follow this policy and procedure in all cases where a formal report (see below) is made.

Reporting an Incident

Following an incident of sexual misconduct and violence - which can take many forms, including but not limited to rape and harassment - you have options. You may choose to disclose the incident to a member of staff so as to seek support only. This is not the same as making a formal report to the University for the purposes of initiating the procedures within the Sexual Violence and Misconduct Policy. College Student Support Staff can discuss your reporting options (listed below) with you so that you can make an informed decision of what you wish to do.

Report to Police

The police have specially trained officers, who are very experienced in helping survivors of sexual violence. To make a report to the police you can call 101 or in an emergency call 999.

If you would like more information on this option, you may wish to discuss the police procedure with [Durham Constabulary's Police University Liaison Officer](#) or an Independent Sexual Violence Advisor (ISVA). An ISVA can provide you with impartial information to enable you to make choices by providing you with an overview of the police process and what to expect. You can access an ISVA through the [Sexual Assault Referral Centre](#) or the [Rape and Sexual Abuse Counselling Centre](#).

Report to the University

You can choose to formally report an incident of sexual violence and misconduct to the University to initiate the process within the Sexual Violence & Misconduct Policy. This is separate from disclosing an incident to a member of staff.

You may submit a report under the Sexual Violence & Misconduct Policy by completing the Sexual Violence & Misconduct [Reporting Form](#).

The University may only consider if there was a breach of the Sexual Violence & Misconduct Policy. The University uses the balance of probabilities as its standard of proof. The outcome of an investigation into the report will determine if any further action will occur and, if so, the appropriate disciplinary process will be followed. The University's disciplinary process is separate from criminal law matters, and our misconduct offences are distinct from criminal offences.

Consider Your Options

You may need time to decide what you want to do next. You may choose to seek support as you consider your options. The Sexual Assault Referral Centre offers

forensic medical exams, support, counselling, and sexual health screenings. You can have an exam without police involvement and the evidence can be stored. The Sexual Assault Referral Centre can also help you consider your reporting options. By attending the Sexual Assault Referral Centre, you can seek support, receive practical help and learn more about your reporting options while giving yourself time to consider what to do next.

The Meadows Sexual Assault Referral Centre (Durham)

0191 301 8554

www.themeadowsdurham.org.uk

Helen Britton House Sexual Assault Referral Centre Teesside (Queen's)

01642 516888

www.sarcteesside.co.uk

Choose Not to Report and Seek Support Only

You may decide that you do not want to report to the University or Police. If this is the case, the University will still offer you support through your College and the Counselling Service and will refer you to specialist services if you prefer.

Coming soon

During the 2019/20 academic year, the University will introduce an online tool which provides a pathway for students and staff to request to speak to a Bullying & Harassment Advisor or College Support Officer, make anonymous (no action requested) and named (requesting university action) reports on incidents under the Respect at Study and Respect at Work policies as well as the Sexual Violence and Misconduct Policy. Additionally, the tool contains resources on internal and external support for bullying and harassment, hate crime, sexual violence and misconduct and relationship abuse.

Discipline

Background and Summary

The [University Discipline Regulations \(General Regulations IV\)](#) apply to members of St Chad's College.

Major/Non-Major offences

In the University Regulations there are two types of misconduct offence:

“Major” offences involve allegations of student misconduct that either does or has the potential to seriously affect or cause serious damage to the University, its academic reputation or to its staff and students.

- “Major” offences may also include instances where student misconduct is frequent or repeated or the student fails to comply with disciplinary decisions or sanctions previously reached at lower levels or fails to comply with the terms of a suspension;
 - “Major” offences shall be referred to the Senate Discipline Committee as, where a “major” offence allegation is proved, the student may be expelled;
- “Non-major”** offences involve allegations of student misconduct which, whilst serious in nature, do not seriously affect or cause serious damage to the University, its academic reputation or its staff or students.
- “Non-major” offences are processed at a department (academic or support) or college level and any appropriate sanctions imposed may not include expulsion;
 - Where a student fails to comply with a “non-major” offence decision or sanction or engages in frequent or repeated instances of misconduct, the student’s misconduct may be referred to Senate Discipline Committee as an allegation of a “major” offence;

College Officers will determine, as set out in the Regulations, whether allegations of misconduct are investigated as “major” or “non-major” offences. Students do not have the right to challenge this decision.

College Discipline

At St Chad's College, the maintenance of discipline is the responsibility of the Principal, assisted from time to time by other College Officers. All students, by accepting a place in the College, commit themselves to abiding by the regulations both of the College and of the University. In addition, St Chad's students are bound by the pertinent regulations of other Colleges whenever they visit those Colleges and they are subject to their disciplinary procedures. Whilst on St Chad's College premises, students visiting from other colleges are subject to this College's regulations and disciplinary procedures. The Principal may delegate responsibility for breaches of college regulations to the head of the visiting student's own college.

The Principal exercises responsibility for discipline in College by referring most minor disciplinary matters to student representatives (generally the JCR and MCR

Executives), who discipline their own students, especially with regard to disruptive behaviour (excessive noise, unruly behaviour, and disruptive parties) that inconveniences students and interferes with their sleep or study.

The Principal may delegate to another College Officer the handling of other minor matters (they often act in consultation with the Tutors) and matters that have not been successfully resolved by the JCR or MCR Executive.

The most serious complaints or offences are addressed by the Principal and, at times, by the College Disciplinary Committee, which may be called to sit by the Principal or by the student or students concerned.

If a student admits a charge against them, the Principal may impose a reasonable penalty. If the student does not agree with the penalty, the student may then ask that the matter be referred to the College Disciplinary Committee (a right of referral that the student has in any event).

When the offence is a major offence in the eyes of the University (and so may incur a penalty of expulsion from the University), the Principal and/or the College Disciplinary Committee may refer the matter directly to the Senate Disciplinary Committee.

Students may appeal all minor disciplinary decisions made by common rooms or by College Officers to the Principal (see Appeals below). Students may also appeal a decision by the Principal by asking that the matter be referred to the College Disciplinary Committee, in which case, the Principal shall not sit on the Committee, being replaced by a delegate: either another College Officer or by a non-student member of the College's Governing Body.

The Disciplinary Committee

Students who are accused of an offence always have the right to request that the matter be brought before the Disciplinary Committee.

The student accused will receive a written notification of the offence of which they have been accused. If the student admits the charge, the Disciplinary Committee will still meet to decide the outcome and the Committee will invite the student to make a mitigating statement before making any decisions. The full procedure is outlined below.

The University has its own disciplinary regulations (as do other colleges); and all student of the College are required to become familiar with those regulations if they are charged with an offence outside the College.

For the purposes of these regulations, it should be noted that the College's Articles of Association give the Principal the sole right to admit and dismiss members of the College.

Disciplinary Committee Membership

- Two College Officers: the Principal (or delegate) in the Chair and another College Officer
- A member of the Executive of the same Common Room as the student whose case is being heard
- Membership of the Disciplinary Committee shall include people of at least two genders.

In attendance:

- The student who is facing a charge.
- At the request of the student, the following may also attend the disciplinary committee meeting:
 - The student's college tutor
 - Another member of the University community
- The student may also call witnesses (who will be invited to appear before the committee for a limited time) and may submit papers on their behalf.

Procedures:

The order of proceedings is as follows:

1. A College Officer shall speak first, outlining the nature of the charge, calling witnesses, and bringing submitted papers to the attention of the Committee.
2. The student shall speak next. Any person accompanying the student may speak with the consent of the Chair. The student may call witnesses, and any papers submitted may be brought to the attention of the Committee
3. The Committee may call and seek evidence from any Fellow, Tutor, Officer, Scholar, Student or member of the staff of the College.
4. At the hearing, both the scholar or student whose case is being heard and the College Officer who presented the charges may question and be questioned by each other and also by any of the members of the Committee.
5. The Committee shall ask the student to outline any mitigating circumstances that he or she would like to be taken into account if a breach of College Rules shall be established and before a penalty is decided.

The Committee shall consider the case and reach its conclusion in private.

If the charges are upheld, the Committee shall have the power to impose penalties reflecting the severity of the offence. Such penalties may include reprimands, fines, restrictions, prohibitions, rustication (suspension) and a recommendation for expulsion by the Principal.

If the Committee concludes that there may be evidence of a Major Offence the case shall be referred to the University's Senate Discipline Committee.

The decision of the Committee shall be communicated to the scholar or student whose case is being heard as soon as practicable and in writing no later than fourteen days after the date on which the case was heard.

Possible Sanctions:

If the charges are upheld, the Committee is empowered to impose obligations or penalties reflecting the severity of the offence. Such obligations or penalties may include one or more of the following: attending an appointment for counselling or medical treatment, community service, a reprimand or suspension of privileges not exceeding one term, a requirement to pay for any repairs or to make good any financial losses to the College, a financial penalty, or any other reasonable punishment. In addition, a student may be excluded from College or be restricted from access to the University or College or any part thereof. A student may also be restricted from contacting a named person(s).

Appeals

If found in breach of College Rules, the student shall be advised of the appeal procedure.

A student may appeal a disciplinary decision if there is evidence of any of the following:

- Procedural irregularity
- Bias, or failure to reach a reasonable decision in handling the process
- Evidence of further material circumstances which could not reasonably have been expected to have been submitted for consideration at the time of the investigation/hearing.
- The penalty imposed was disproportionate to the offence

Appeals against disciplinary decisions made by common rooms or by College Officers are heard in the first instance by the Principal, who may refer the matter to the College Disciplinary Committee.

Appeals against disciplinary decisions made by the Principal are directed to the College Disciplinary Committee (via the Vice-Principal).

A student who has been subject to a finding by the College Disciplinary Committee has the right of appeal within 14 days to the Governors, who will convene the Appeals Committee. A student may further appeal a decision of the Governors' Appeals Committee to the Office of the Independent Adjudicator according to its rules.

In certain cases, e.g. where rustication or expulsion from the College affects a student's ability to continue to study, a student may also appeal to the University's Senate Discipline Committee for a ruling solely on whether the College has exceeded its authority.

In a case arising from the actions of a student in the University where the findings of the Disciplinary Committee may affect the student's standing in the University, the Disciplinary Committee may itself refer the case to the Senate Discipline Committee

Academic Matters

For full details of Academic Regulations, consult the University Calendar available on the University Website. Because St Chad's is a recognised college in the University, all academic regulations passed by the University Senate also apply to students of St Chad's College.

Change of Course/Concessions. A concession (a formal permission to depart from normal rules) is required to effect a change in course, to allow a student to withdraw from the University for a period of time, or when a student is, with good reason, unable to sit an examination. Concessions are applied for by the College to the Faculty concerned and will only be granted if all the departments concerned agree to the changes. Any student who wishes to discuss the possibility of a concession should speak in the first instance to their College Tutor or to the Vice-Principal & Senior Tutor.

Examinations. The checking of examination schedules is each student's responsibility. Any students having difficulties with determining their examination schedule should immediately contact the University department concerned. Undergraduates who fail their University examinations and/or resits will be required to withdraw from the College and the University unless the student can successfully present an appeal to the appropriate authority.

Students should refer to the General Regulations of the University for particular details of the regulations pertaining to Examinations and Academic Appeals. These can be found in the University Calendar.

Scholarships and Awards. A number of scholarships, exhibitions and bursaries are awarded by the College. Further details are available upon request.

References. You should contact your department for detailed academic references. However, personal references can be provided by College Tutors, the Principal or other staff. The College can include your academic results and degree classification in personal references but may not be in a position to comment on other aspects of your academic life. To aid the College in providing a reference, you should ensure your College file contains up-to-date information. This is especially important in your last year, when you are most likely to require a reference. Should you require a reference long after you have left College, a detailed *curriculum vitae* should accompany your request.

Tuition Fees. Tuition fees are payable to the University in advance. A student for whom tuition fees are outstanding will not be allowed to continue the course at the beginning of the next term unless a special arrangement has been agreed by the College in consultation with the University.

General Information

Access Funds, Bursaries, Loans

Students who may be eligible to receive financial help should speak to the Vice-Principal & Postgraduate Director.

Adverse Weather

In the rare event of snow or ice, a mix of salt and sand is provided for the pathways. Residents of Ramsey House, Epiphany, Queens and Trinity Hall are asked to take responsibility for spreading the salt/sand mixture when needed. In the event of heavy snow, the porters will clear the snow at Trinity within 24 hours (provided they are able to get to the College).

During the winter, students are urged to be careful throughout Durham, as the cobbled streets and pavements can be very slippery. Kingsgate Bridge is notoriously slippery in frost or icy conditions.

The College's Adverse Weather Policy is available online.

Bad Debt

Students who have an outstanding debt to the College with regards to unpaid residence charges will not be permitted to enter a room ballot or sign a further occupancy agreement to live in College accommodation in future academic years, unless they clear their debt with immediate effect.

In exceptional circumstances, College may consider an exception to this policy where a student has demonstrated in advance that they are adhering to a regular 'payment by instalment' plan, as agreed with College staff, to clear the outstanding debt, AND where they are able to provide evidence of a sound financial plan for continuing with this 'payment by instalment' plan at the same time as they will be liable for the next year's residence charges.

Exceptions to this policy are at the discretion of College staff.

Chapel

The chapel is available for quiet prayer and reflection throughout the day when not otherwise in use. Students are requested to respect the need for quiet around the chapel. Students are not required to wear gowns for services, though some choose to do so. The Chaplain is available to all, regardless of faith or belief.

Code of Practice

Student accommodation at St Chad's is subject to the Universities UK Code of Practice, which sets standards for residential accommodation throughout the UK. Details available at www.thesac.org.uk/

College Officers

The College is governed by a Board of Governors. The Head of the College is the Principal, who manages, directly or indirectly, all other staff and who reports to

the Governing Body. The other College Officers are: the Vice-Principal & Senior Tutor, the Vice-Principal & Bursar and the Vice-Principal & Postgraduate Director. See the Staff page of the College website.

Complaints

For complaints having to do with cleaning and maintenance, the first thing to do is to fill in a maintenance form online (see Maintenance below). This allows the College to track its response to maintenance requests or complaints. For ongoing difficulties or problems with maintenance and cleaning policies, the Student Domestic Rep should be contacted. The Domestic Rep will liaise with the Vice-Principal & Bursar and/or bring the matter up at the Joint Execs & Management meeting. Urgent matters and any significant matter concerning Health and Safety ought to be referred to the Vice-Principal & Bursar directly.

Major complaints ought to be lodged using the available online.

Contracts

The College's standard Occupancy Agreement is available on the College website

Electrical Safety

College-supplied electrical appliances and computers are inspected when installed and then at regular intervals depending on the risk they represent. Student-provided electrical equipment is the responsibility of students themselves. Please note that in the UK the normal voltage is 230 volts (with some small variations). Electrical equipment from countries that have a 110 volt standard (chiefly Japan, Taiwan, North America and parts of Latin America) will not work properly: a serious fire risk (not to mention a risk to your equipment) will arise if you use a 110 volt appliance on a 230 volt circuit. If students are in doubt about the voltage, they should ask one of the porters to verify the right voltage. Using voltage convertors regularly may introduce other fire risks.

Cleaners are instructed to look for signs of dangerous electrical wear and tear. The College reserves the right to test (and if necessary to confiscate) any electrical equipment used in the College. If students are concerned about the safety of their appliances (or of any other appliances), the porters are able to conduct electrical safety checks on request. See also *Electrical Equipment* and *Musical Instruments below*.

The College's Portable Electric Appliance Policy can be found on the College website.

Emergencies

Emergency procedures are outlined in the College's Critical and Major Incident Plans. In brief, all emergencies ought to be reported (as soon as it is safe to do so) to the Duty Officer (a senior College Officer). The Duty Officer can be contacted via the Duty Porter, who will be in Reception or contactable via mobile phone on 07968 690830

Environment

The College's environmental policy can be found online. The College is committed to being environmentally responsible, and students play a major role in fulfilling that commitment. More specifically, students are asked:

- to participate in College recycling programmes (paper, cardboard and glass are recycled)
- in rooms with individual temperature controls, to keep the level as low as possible within their comfort zone (generally 16-19 degrees C). Note that the College's central heating systems are designed to shut off above 19 degrees.
- to turn lights and electrical equipment off when not needed.
- to avoid wasting food.
- to avoid littering and actively to clear up litter when found.
- to walk or take public transport rather than drive.
- to conserve water when using showers.

The College's environmental policy can be found online.

Formal Hall

The College generally dines formally on two occasions each week. Students wishing to dine at Formal Hall must sign up via the JCR webpages. Currently, unless it is a 'Special' or 'Mega' Formal, there is no extra charge for these meals, and students are encouraged to dine formally at least once a week. A group of students may book an entire table.

Students are expected to keep the noise level down so as not to inhibit conversation on neighbouring tables. The following non-disciplinary rules apply to Formal Hall:

- St Chad's Students wear gowns to Formal Hall unless it has been stipulated otherwise (e.g., fancy-dress events). Guests, including students from other colleges, do not have to wear gowns. Everyone is expected to wear a reasonable standard of dress (subject to guidance from the JCR and MCR Execs). Hoods are not worn in Hall.
- When black-tie is stipulated, guests are expected to dress smartly. They may wear a tuxedo / black dinner jacket, or, if this is impractical, a dark suit will suffice. Unless notified otherwise, gowns are still worn for black tie events.
- Students and guests stand when the bell signals that the High Table party is arriving. Everyone remains standing until the JCR President (or whoever is presiding at Low Table) says the Grace:
Benedictus benedicat, per Jesum Christum Dominum nostrum. Amen.
- Students and guests are to remain seated throughout the meal. If someone must leave for an urgent matter, the person must stand up and catch the eye of the Principal (or whoever is presiding at High Table) and nod towards them.
- If you wish to consume alcohol with your meal, you may bring wine for yourself and guests. This should be purchased from the JCR Wine Cellar

which is operated by the JCR and is open for half an hour before each formal meal and during licensing hours upon request. It is expected that alcohol will be consumed in moderation, and anyone drunk or considered to be drinking excessively will be required to leave Hall (this goes for all College events).

- If there are to be speeches or toasts, the Principal (or the JCR President or MCR President having coordinated this with the Principal/presider) will draw everyone's attention by tapping on their wine glass. People may quietly continue to eat or drink during speeches, but everyone is urged to join in for the toasts.
- When the bell sounds at the end of the meal, all stand again for the Grace, remaining standing until after the high table party leaves.
Benedicto benedicatur, Deo gratias. Amen.

Livers-out may dine at Formal Hall, but they must purchase a ticket beforehand (unless stipulated otherwise). Guests may be brought to Formal Hall. Tickets for livers-out and guests must be bought from Reception. See also *Meals*.

Grounds

All students of College must refrain from littering throughout the College. Please do not pick flowers. Students are asked not to play games, such as ball or frisbee, on the croquet lawn, since this disturbs those living close by.

Health

Students are strongly encouraged to register with a GP in Durham. Information will be provided in Induction Week or on arrival. When required, the College is visited by a health professional. Students who are ill should get in touch with Reception. The College can often arrange for a nurse or doctor to visit a student who is too ill to travel to the local surgery. The relevant University department(s) will also be contacted. Similarly, if anyone knows that a fellow student is ill (whether living in or out), they should ensure that the College is informed.

The College will notify Public Health officials of any suspected outbreaks of serious infectious diseases. Likewise, Public Health officials will notify the College when appropriate.

Health and Safety

The College is responsible for ensuring that it and all its students and employees comply with the Health and Safety at Work Act 1974 (and later). All students and staff have a legal responsibility to act safely and also to report any equipment or situations they consider to be dangerous to a porter or a College Officer.

The College's Health and Safety policy is - available on the [Official Documents page](#) of the College website).

Insurance and loss of property

Loss of property should be reported immediately to a receptionist/porter. Lost

property, when found, is kept in Reception for a reasonable length of time or passed to the JCR Domestic Representative (on behalf of all JCR/MCR members). The Vice-Principal & Bursar should be notified in cases of theft. Thefts should also be reported to the local police station so that a crime reference number can be obtained for submission with any insurance claim.

The insurance of your personal belongings is your own responsibility however the College (University) have arranged a policy with a provider to provide some basic cover. Currently this is provided by Endsleigh Insurance. Details can be found here: <https://www.dur.ac.uk/collegiate.office/> (scroll down the page).

The cover is managed by the provider and therefore the College (University) will not accept responsibility for loss of, or damage to, any of your property; howsoever caused, unless it can be proved to the satisfaction of the Bursar in the first instance that the damage or loss is directly attributable to the negligence of College Staff.

Keys

Students may obtain a spare key to their room in College from a porter, should their key become mislaid. Those issued with a key will be required to sign for their key and to sign again when it is returned. In the event of the keys not being returned, a replacement charge will be made. Your key is issued to you for your own use only; you should never lend it to a third party.

If you lose your key, the porters can usually let you into your room and cut you a new key. There is a charge for issuing replacement keys (not exceeding £30 where the key is not returned within 48 hours.)

Unfortunately, experience shows that losses of money, books and other valuables occur from time to time; hence you should take care to lock your room whenever you are out.

Linens

Students are expected to supply bed-linen, blankets, pillow cases, towels, crockery and cutlery for use in their own rooms. Bed-linen and duvet covers can usually be purchased from College. For details, contact the College before arrival. The College provides clean mattress protectors, duvets and pillows at the start of each term. Hand dryers and paper towels for hand drying are provided in common facilities.

Litter

The College's grounds are maintained by the College gardeners and porters. Everyone is asked to play a part in maintaining the grounds as a safe and enjoyable environment. The porters tour the gardens once a week to remove litter. At other times, students are asked to do their bit and to clean up after themselves and after one another.

Livers out

See the University Code of Practice:

https://www.dur.ac.uk/university.calendar/volume1/codes_of_practice/

Maintenance

Repairs and maintenance tasks are managed sequentially according to priority and risk. The College tries to plan its major maintenance and refurbishment projects outside of term-time. When this is not possible, the College will give at least seven days' notice of any upcoming work to residents. When urgent unforeseen repairs are needed, this notice period may be as little as one day; and, of course, emergency repairs may be needed at any time. When the College follows these notice periods, residents are in turn obliged to allow access to their rooms for maintenance work. If planned or urgent work is likely to interfere unreasonably, students are urged to speak to the Clerk of Works or the Vice-Principal & Senior Tutor .

Non-routine and non-scheduled visits (i.e., not including regular housekeeping visits) into student rooms in the absence of the student will be recorded. The Clerk of Works will have a record of these visits.

Maintenance schedules for work during term-time are discussed with the JCR and MCR Execs and at College Committee meetings.

The College will respond to emergency maintenance issues immediately and will endeavour to respond to urgent issues within 24 hours, and non-urgent issues within 48 hours.

Residents who need repairs to their rooms or furnishings (or to common rooms) should fill in a maintenance form online.

Meals

During term, breakfast, lunch and dinner are served in the Dining Hall. Students with particular dietary requirements should speak with the Catering & Conference Manager.

The service of meals operates by a card system. Every student will be assigned a card which they should carry with them at meal times. When requested, the card should be shown to members of catering staff. The College reserves the right to refuse service to anyone unable to produce their meal card when requested. The card system does not apply during Formal Hall, when there is table service.

Students with food allergies are asked to note these allergies when they register in College. All students should verify that Reception has their particular details up-to-date. Because of the need for a prescription for such devices in the UK, students who wish the College or Kitchen to keep an EpiPen or similar device must arrange for this themselves.

The University Allergens policy is available online:

<https://www.dur.ac.uk/resources/catering.staff/DurhamUniversityFoodAllergensPolicyv1.0.pdf>

This policy has also been adopted by the College.

Pest Control

Maintenance reports should be used to report any pests in or around College buildings. The City has an active programme to control pests from the river banks, and the College is a participant in these programmes. Students should not themselves use any form of pest control (traps or poison etc.)

Pianos and Organ

The College has a number of pianos located in the Cassidy Quad, the SCR, and the Horsfall Room (Ramsey House). Application to use the organ should be made to the Director of Music. Room keys (and a key for Ramsey House) may be collected and signed for at Reception. Musicians may play the pianos between 9.00 a.m. and 9.00 p.m. There may be times during the year (i.e. exam times) when these hours may be altered.

Rental housing (non-college housing)

Students are encouraged to use the contract-checking service offered by DSU. This will ensure that the landlords are complying with University guidelines which have been drawn up to ensure student safety. Normally the owners require a monthly rental payment, often with separate charges for heating and other facilities; the scale of charges should be ascertained before any booking is made. Unfortunately, landlords often require rent for the whole of the calendar year (not just academic terms).

Room Cleaning

Rooms are cleaned at the start of each term. Bin bags are emptied weekly and should be placed outside your room on the appropriate day; The days vary from building to building, and a schedule for each building is available on noticeboards. The schedule for self-catered accommodation at Trinity varies: a notice is posted at Trinity. Residents should advise their Domestic Rep if they have concerns about the quality of cleaning. Cleaning equipment (including a vacuum cleaner) will be available should students wish to clean their rooms or shower cubicles themselves.

Rooms in College

The allocation of student rooms in College is the responsibility of the Admissions Secretary, in consultation with the Vice-Principal & Bursar. The Admissions Secretary will consult with the JCR about room allocation for returning undergraduates. Returning undergraduate rooms are allocated according to a ballot which is supervised by the Admissions Secretary and the JCR Executive. Undergraduates who do not obtain rooms in College live out in accommodation found by the individual and rented to them at market rates. All undergraduate students of the College live in College for their first year. Some students live out for their second year, and most return for their final year.

The College has a number of twin rooms, and most first year students share a room with another first year student - exceptions can be made where there are compelling medical/pastoral circumstances .

Postgraduates are assigned rooms on a year-by-year basis by the College. Continuing postgraduates in residence who wish to stay on the following year must notify the College of their intent no later than the end of February. Generally-speaking, postgraduates have the option, space-permitting, to live in College for a maximum of three years (or four years in the case of students who did a master's degree in College before registering for a doctorate). College does not offer accommodation to students on continuation (or who will move onto continuation during the academic year).

Security

For reasons of security it is essential that all College doors and gates are locked for periods during the night. Normally the main door on the Bailey is locked from 11 p.m. until 8 a.m.

Security and personal safety within College is a major concern. Security cameras (CCTV) have been installed in College and along the Bailey. Every resident should take suitable steps to protect themselves both in and out of College, bearing in mind that not all areas of the City are well lit.

There is a comprehensive security policy in operation which requires those enquiring about student room numbers at Reception to produce identification and sign a visitors' book. Students should inform their guests of this procedure. No information about students is ever given out over the telephone.

The porters and the JCR/MCR are able to take steps, both short and long-term, to provide extra security measures for individuals, should they feel them necessary. Students who are worried about security should contact their Tutors, a porter or the JCR or MCR Welfare Officer. In an emergency, operating the fire alarm on a staircase will summon assistance very quickly.

Staff

All maintenance, catering and housekeeping staff are readily identifiable by their distinctive College uniforms. College Officers and Administrative staff will wear campus cards on lanyards. Contractors working in residences will have a college badge. If you see someone in your residence who doesn't belong there, report it immediately to a porter.

Staying in College beyond or before term-dates

Room rents are based on occupying rooms during term-time; residence outside this period will incur an additional charge. Permission to rent rooms during any part of a vacation must be sought ahead of time by responding to email requests. Students who receive permission to reside in College outside of term cannot expect to have the same room (either the one they've had during term or the one

they will have in the coming term). The College may well require the use of a particular room for conference purposes; and outside of term time, the College needs to have the ability to assign particular rooms to conference delegates and B&B guests.

Undergraduates and postgraduates are required to relinquish their rooms upon graduation, or if they cease to be a registered full-time student of the University, or if they are expelled or excluded from the University or College. It is expected that students who reasonably expect to change their status to 'continuation' early in an academic year or who plan on leaving college before the end of the summer term will advise the College accordingly and will not sign an occupancy agreement for the whole year.

Water

All water in taps throughout the College is potable. Residents should use caution with hot water as the College uses constantly circulating hot water systems maintained at 60 degrees C to reduce the risk of legionnaire's disease. This temperature does increase the risk of scalding. Though College shower-controls include anti-scalding technologies, residents should still exercise caution.

College Regulations

Absence from College

The University no longer requires students to gain permission for absence from their college or from Durham (though they still need permission to miss compulsory academic commitments). However, because of the short length of terms and the expectation that students spend a very high proportion of their time reading and studying, undergraduates are advised to remain in residence on the first day of term and generally to not leave Durham until the last day of term. This advice extends to all undergraduate students, whether living in or out of college. At the start of each term, College residents must sign in to report their arrival and to receive their key at Reception. At the end of term, it is again essential that all resident undergraduates sign out in the book provided in Reception. Failure to sign out and to return the appropriate keys may result in a fine.

Academic Dress

All students must acquire an appropriate gown upon arrival in College. Gowns are worn as announced: i.e., to College Congregations, matriculation, formal hall, some chapel services, academic processions, and sometimes to events and services in the Cathedral. See “Academic Dress” in the College Statutes, available on the college website.

Alcohol

The [College Alcohol Policy](#) which is available online includes the following policy statement:

The College recognises that moderate consumption of alcohol is for many individuals an enjoyable part of socialising. The College has no wish to discourage sensible and responsible drinking. However, the College is concerned to make all members aware of the potentially harmful effects of excessive drinking, particularly as they relate to health, behaviour, safety, professionalism and / or academic performance; and to establish guidelines for the safe enjoyment of alcohol. The College also considers it important to encourage a social life that respects those who choose not to drink alcohol for reasons of religion, culture, health, or other personal circumstances. Overall the College aims to provide a supportive environment which encourages a culture of self-respect, self-care, and a respect and care for others.

For Health and Safety reasons, and in an effort to safeguard the College as a place of study, the consumption of alcohol is permitted only in designated areas of the College (currently the Bar, the Quad, the Dining Hall and the Main College garden). Rare exceptions are made to permit drinking alcohol in the JCR (usually for sporting events) and other rooms (for parties), but these exceptions are always at the discretion of the Vice-Principal & Bursar or Principal.

See also **Parties**.

Behaviour

All students are obliged to so conduct themselves that they shall in no way bring the College into disrepute.

Bicycles

Durham is not the best place to ride bicycles. In particular, the Dean and Chapter forbid bicycle-riding on the tow path on their part of the peninsula. Elsewhere, roads are barely wide enough for one car. If you do bring a bicycle to Durham, it should be kept in the locked sheds behind Grads House or behind Epiphany House and never in College rooms (unless permission has been explicitly received), corridors (storing anything in corridors is against fire regulations), the Quad or College gardens. Due to possible damage and strict fire-regulations, bicycles found in unauthorised areas will result in a £10 fine for their owners. Repeated offences may result in the bicycle being impounded with a larger payment required for its release.

Students should know that bicycle theft is very common on the Peninsula, and private insurance is recommended for bicycles.

Catering

Unless the Vice-Principal & Bursar approves otherwise, the College's kitchen staff are the only approved caterers for all events in College.

Cleaners

Rooms are cleaned at the start of each term. Otherwise, residents are responsible for cleaning their own rooms.

College Membership

All matriculated undergraduates and postgraduates are student members of the College until they finish their course of study or otherwise leave the College. Students on 'continuation' remain members of the College until they graduate, albeit with reduced access to services (which roughly parallel the situation in the University). Depending on the constitution of their common room, students may apply for Associate Membership of one common room as well as being full members of another common room. Associate Members will be entitled to a restricted subset of common room privileges (as detailed in the relevant constitution). Students may, with the approval of the Principal, apply to be elected to full membership of the Senior Common Room. Members of the Senior Common Room who are also registered students can become Associate Members of the JCR or MCR.

Graduates who are no longer registered students are generally regarded as 'alumni members' of College to distinguish them from current members (registered students and active staff).

According to Durham custom, people may be members of more than one SCR. This does not affect membership of the College.

Commercial use of rooms and/or College property/equipment

You will not normally be permitted, or be granted any licence of any kind, to instigate or conduct any formal or registered trade, business, profession or any other commercial activity within your Room or any part of the Accommodation, or use or register any College address for such a purpose. Exceptions are rarely made, and then only with the express, and specific, permission of the Principal.

Corridor Games

In order to minimise damage and disturbances to other students, students may not play games in the corridors. Students are reminded that corridors cannot be used for storage and must be free of all obstructions at all times.

Damage to property

No student of the College shall intentionally or recklessly damage or deface or knowingly misappropriate any property (including computer data) of the College, of another College or of the University.

Decorating College Rooms

The occupants of all College rooms are held personally responsible for any damage to the furniture and decorations of their rooms, fair wear and tear excepted. Much chargeable damage has been done in the past by the hanging of pictures with pins, tape or other fixatives to walls and woodwork. Hence a porter's approval is required before anything is fixed to walls or woodwork.

Rooms are inspected during the Christmas and Easter breaks and whenever the occupancy of a room changes, with a view to repairing damage in the long vacation. To avoid any dispute as to possible liability, those who live in College may be asked to agree and to sign a statement as to the condition of their room and its furnishings immediately upon starting to live in the room. Charges for damages for which a person has no responsibility can thus be easily avoided.

The use of any form of adhesive, including Blu-tak, on the walls of rooms is forbidden, and those who mark walls by using such adhesives may incur a substantial charge for painting. Vandalism of a College room or of College property may result in immediate expulsion from College property.

The College attempts to respond quickly to any problems with equipment or furnishing in rooms. Any faults or damage should be reported as soon as possible to a porter. Blown light bulbs and other such minor faults should also be reported

to one of the porters.

Students are advised not to add pictures, posters or other decorations on the corridor face of their door. The doors are especially prone to damage. Additionally, as the College is located in a historic conservation area and all our buildings are listed, no transfers, pendants, etc. are allowed to be placed on the windows facing the street, the College gardens, or the quad.

Dining Clubs and Closed Societies

The College encourages the formation of open-membership clubs and societies and it explicitly discourages students from forming closed groups of any kind. It is College policy that all students in the College be eligible to join all clubs or societies. The College will not permit any clubs or societies to operate in College if they restrict membership (e.g., on the basis of religion, ethnic origin, gender, sexual preference, disability). Certain sports-related restrictions are acceptable for the sake of safety and competitiveness, but even then College members are urged to have regard for efforts aimed at ending inappropriate sexual discrimination in sports.

If any students of the College belong to any restricted societies or clubs outside the College, they must understand that no such societies or clubs may claim any association whatsoever with the College. The formation of clubs or societies outside the College whose membership is open only to members of the College may be deemed to bring the College into disrepute, and hence be a disciplinary offence. Such groups may not use or rent College premises for meetings unless access is open to all. See Code of Practice on Freedom of Speech - available on the [Official Documents page](#) of the College website).

The College, like most institutions of a similar age, has discriminated in the past; and it urges all students and staff to ensure that discrimination not occur again. If students are in any doubt about this policy and whether it applies to particular groups, they should free to discuss it with the Principal, with the JCR President or with the MCR President. The policy is not meant to restrict people but rather to encourage the formation of inclusive societies that unite and build up the College.

Disruption of meetings, etc.

No student of the College shall disrupt, impede or attempt to disrupt or impede meetings, functions or other lawful activities held or being carried on within the College or elsewhere within the University. See Code of Practice on Freedom of Speech - available on the [Official Documents page](#) of the College website).

Drugs

No student of the College shall have in their possession, use, or supply to any other person any unauthorised drug, including cannabis. The possession or use of banned drugs in College is a criminal offence; such offences are no different if they are committed inside or outside the College, and they are subject to the same laws.

The College will inform the police of any student suspected of dealing in drugs. The College also reserves the right to inform the police about students found to be using or in possession of drugs though such students will also be offered appropriate pastoral support.

College Officers cannot and would not wish to prevent police officers from entering College on drug-related investigations. Students found to be using or in possession of any illegal drug, including cannabis, on College premises will be subject to disciplinary procedures (both the College's and the University's) irrespective of any penalty that may be imposed upon them in a court of law.

Electrical Equipment, Musical Instruments and Noise

The College reserves the right to test (and if necessary quarantine for a term) any electrical equipment used in the College.

Laptops, radios, televisions, stereo equipment, and musical instruments may be installed and played in College, but the work and peace of others should not be disturbed. The doors and windows of a room in which instruments are being played should be kept shut and all loud playing must be avoided. Since rooms in our buildings are not sound-proof and noise travels up and down through the building as well as along the corridors, the use of headphones is recommended.

College reserves the right to ban the use of hi-fi equipment or speakers, which, in extreme cases, may be impounded for the duration of the term.

No radios should be played in the bathrooms or kitchens, and there should be no music in the area close to Chapel on Sundays between 10:00 a.m. and 12:00 noon. Students who persist in lacking consideration for others or who play music during prohibited hours may be fined or required to forfeit their rooms in College.

Students should note that they require a TV licence to watch or record live TV programmes on any channel, download or watch any BBC programmes on iPlayer – live, catch up or on demand. This applies to any provider you use and any device, including a TV, desktop computer, laptop, mobile phone, tablet, games console, digital box or DVD/VHS recorder.

Fees

Fees due to the College (whether billed by the College, the JCR, the MCR or the SCR) should be paid within twenty-one days of the bill's issue.

In the absence of extenuating circumstances, the College has the right to exclude anyone from residence in the College for non-payment of fees.

Students in difficult financial circumstances are urged to see the Vice-Principal & Postgraduate Director at the earliest possible opportunity.

See also **Access Funds, Battels.**

Fire Safety

You should always take precautions against the risk of fire. Fire doors are not to be wedged open. Fire extinguishers and alarms are not to be tampered with. A fine of up to £200 may be levied for setting off a fire extinguisher, tampering with alarms, or any other interference with fire safety equipment. All pranks involving the discharge of fire extinguishers or interference with alarms attract a severe punishment, which can include expulsion from the College. Tampering with any fire safety equipment is a criminal offence liable to prosecution and is, in University terms, a major offence. Automatic fines will be levied against persons who engage in such activities. Other penalties may be incurred.

Smoking is prohibited in all buildings, and all bedrooms.

No students may leave anything in corridors whatsoever (including sports gear, surplus furniture, bins, etc.): corridors must be kept clear of all obstructions. Apart from using kettles, any other cooking in student rooms is not permitted (this includes using toasters). The use of toasters, microwaves and cookers is permitted in kitchens, which are located throughout the College. Students must clean microwaves and cookers and do their own washing-up, and the College reserves the right to close kitchens that are not kept clean.

Lighted candles are not permitted in student rooms or elsewhere in the College except when authorised by a College Officer. The use of incense (outside of chapel!) is likely to set off the alarms and so is also discouraged.

No gas canisters, oil, petrol, fireworks, guns, rifles or ammunition may be kept within College rooms. Given safety implications, repeat offenders will be rusticated or expelled from College.

Fireworks are not to be used on College property without permission of the Vice-Principal & Bursar. The Vice-Principal & Bursar will only give permission for use of fireworks on the paddock.

Freedom of speech

See Code of Practice on Freedom of Speech - available on the [Official Documents page](#) of the College website).

Guests

Guests may be brought into College during college hours (i.e., from 8.00 am to 11.20 pm. Hosts are responsible for the behaviour of their guests whilst they are in College or on College premises. Guests are required to have left College by midnight. It is of the greatest importance that noise levels are kept to a minimum during the evening and at night. The College takes a serious view of disruption to the working life of the College through noise or unruly behaviour.

The Occupancy Agreement requires students:

Not to allow guests to stay overnight in your Room without informing Reception (for fire safety purposes), giving the name of the guest and the

length of their intended stay. The College Officers reserve the right, (acting reasonably), to charge you a fixed sum per night for each guest who stays for more than three (3) consecutive nights or to prohibit any such stays (details of applicable charges may be obtained from the Bursar on request).

Admitting guests (even guests from within College) to a shared room is subject to the agreement of all those who share the room. Explicit agreement should be sought if guests are to stay later than 11.20 p.m.

Authorised guests may also be accommodated in College by booking one of the College's guest rooms. This is done through Reception and is usually done several days in advance. The guest rooms attract a modest charge. Demand for the rooms is often high, so early booking is advised. Guests may be invited to meals in Hall at an appropriate charge.

Whilst the College does not object to occasional visitors, it is essential that these facilities should not be abused.

Gym

Housekeeping

See **Cleaners**.

Library

St Chad's library contains a rich collection of materials spread across eight library rooms. Each room has its own character and even 'culture', but the following regulations apply across the board:

- Silence should be the norm in the libraries. Obviously, some chatting is inevitable, but library users must respect others who require a quiet environment in which to work.
- Eating is forbidden in the libraries, though mints and cough/cold remedies are allowed. Drinking is restricted to bottled water and hot drinks in "keep-cups".
- Readers must keep the libraries as tidy as possible. Personal belongings are left in the libraries at the owner's risk; the College takes no responsibility for theft of or damage to personal property. Library and College officers reserve the right to remove any items from the libraries left unattended for over a week.
- Music may only be played through devices with headphones attached, and the volume should be kept to a reasonable level to avoid disturbing any other library users.
- Readers wishing to borrow books must sign them out by following the procedure described in the libraries. Books borrowed from any of the libraries should be returned to the 'Returned Books Shelves' for proper re-shelving by library staff. Books from the Reserve Library can only be borrowed when the library is staffed and must be issued with a campus card.

- All library books must be returned after the reader has finished with them and, in any case, at the general recall at the end of each term.
- The Libraries may, at the discretion of the Vice-Principal & Bursar, be used for meetings, but food and drink may not ordinarily be served. Application should be made in the first instance to the Librarian.
- Students of other Colleges, University staff and external readers may, with the permission of the College, borrow materials from the libraries. Normally they will not be permitted to study in the libraries (especially during exam periods). Members of the general public who wish to use the libraries should apply to the Librarian. Again, such permission will usually be withheld during exam periods.
- College staff will ask anyone behaving anti-socially and not obeying these regulations to leave the Library. Repeat offenders will be banned from the libraries and will have to use the University's library.
- All readers who wish to photocopy library material should familiarise themselves with the ***CLA Licensed Copying User Guidelines***, which are usually displayed beside all copying machines throughout the College and University.

Matriculation

Students at St Chad's are admitted both to the University and to the College via separate matriculation ceremonies. By matriculating, students signal their willingness to obey College and University regulations. Postgraduate students also need to matriculate if they have not previously matriculated (say as an undergraduate) at Durham University.

Meals

Everyone eating in Hall is expected to be properly clad and shod. Dressing gowns, swimwear, sports kit, bedroom slippers or bare feet are not suitable in a public dining-room. See also **Formal Meals**.

Motor vehicles

No student of the College shall, without obtaining the authority of the College, bring or park any motor vehicle on any of the College properties. Students are required to follow University and City regulations with regard to keeping vehicles elsewhere in Durham. The College has limited parking available at Trinity Hall – the [Parking Policy](#) is available online.

Noise

See **Electrical Equipment, Musical Instruments and Noise** above.

Notice boards

The College buildings are all private property, and the College has the right to remove authorised and unauthorised notices from its notice boards. The College will not permit any racist, offensive or misleading notices to be posted. Notices of events must clearly indicate the sponsors of the event. No notices are to be fixed to the interior stonework of Main College (the stone is easily damaged).

Obedience to College Authorities

All students of the College shall comply with instructions given by College Officers in the discharge of their duties as well as comply with the instruction of College employees authorised to act on behalf of the College. All members of College are expected to treat each other with respect.

Obligation to identify oneself to College and other authorities

For security reasons within College, all students and guests of the College shall state their names when asked to do so by all persons who are authorised to act on behalf of the College. Outside the College, the University requires that Durham students identify themselves when asked to do so by persons in authority in the University, or, while on or near the premises of another College, by any person in authority in that College.

Parties and other events

These are held at the discretion of the Vice-Principal & Bursar or, in the case of external speakers, the Principal. An application form must be completed and submitted to the College and Conference Administrator in advance. Permission is required for any event at which more than ten people shall be present. An event that includes music or the provision of alcohol is also to be considered a party for the purposes of these regulations, and a public entertainment license may be needed. In cases of doubt, the Vice-Principal & Bursar is to be consulted.

Parties are never held in students' rooms. Major social events in College are held by permission of the Principal.

For insurance purposes, bonfire and fireworks parties require consultation with the Vice-Principal & Bursar well in advance. Because of the safety hazards inherent in bonfire and/or fireworks parties, special rules need to be followed (see the Vice-Principal & Bursar). There may be legal restrictions on the use of fireworks, and the City of Durham may impose restrictions on their use.

Persons and property

All students of the College are required to show respect for others in College. This means refraining from harming others and from engaging in behaviour that seriously disrupts or prejudices the work of other members of College (or of the University). Any aggressive or threatening activity, which is to say any intentional acts by one person that creates an apprehension in another of an imminent harmful or offensive contact (the common law definition of assault), may be treated as a major offence and may be reported to the police.

All students of the College are required to follow the provisions of the Health and Safety Policy of the College. No student of the College shall act in such a way as to cause unnecessary risk to the health or safety of any person on the premises of the College, or another College, or of the University; and no student of the College shall act in such a way as to cause unnecessary risk or damage to the property of any person, or of the College, or of another College, or of the University.

In particular:

- no student of the College shall make improper use of fire alarms, fire extinguishers or appliances;
- none of the facilities or equipment provided by the College shall be used in such a way as to create a risk of fire;
- no student of the College shall climb onto the roofs or any other part of the fabric of the College or onto any scaffolding which may from time to time be erected on the College buildings;
- no student of College may enter boiler houses, loft areas or storage areas without the permission of a porter on duty or a College Officer in writing;
- no student of College may enter the main catering kitchen except on legitimate business.

Rooms/Living Out

Rooms will usually be required for use by others during the Easter vacation; hence private possessions must be removed from student rooms when they are vacated at the end of Epiphany term unless the student has agreed either to rent the room during the vacation or unless express permission has been received .

As the Occupancy Agreement only covers residential periods, students living in College have no legal right to leave any belongings on College premises outside of their contracted residence periods. The College's insurance policy does not cover room contents or the contents of trunk rooms both during and outside of term time. When the College does make space available for the storage of bulky items over the holidays, the College cannot take any responsibility for any goods or belongings placed in such space. Nor can the College guarantee that this space will always remain secure. Goods and belongings are left at the personal risk of the student concerned.

See also **Staying in College beyond term dates**.

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. The College reserves the right to require students to move to another room if it considers it to be in the interest of good management to do so.

See also **Keys**.

Those living out of College are reminded that they are bound by, and must familiarise themselves with, these College regulations insofar as they affect them, as well as the [University Code of Conduct](#) for those living out of College.

Safety rules for college rooms

No gas apparatus may be connected or used in rooms; electric appliances with low current consumption (e.g. radios, record players, electric razors) may be used, but other appliances with heavier consumption (e.g. electric heaters or microwave ovens) are strictly forbidden. The safety of any privately-owned electrical

appliance is the responsibility of its user. Care should be taken not to overload adaptors. Enquiries as to the use of electrical equipment should also be addressed to the Clerk of Works. It is in the interest of everyone's safety that these rules be strictly observed, just as it is essential that no alterations or additions to electric wiring be made.

If the heating in a room fails or is unsatisfactory, residents should complete the online maintenance request form AND inform Reception. The level of heating can be checked and often improved. Rooms, of course, cannot remain warm if windows are left open. Please try always to avoid unnecessary heat loss. The College buildings are not economical to heat.

Smoking

Smoking is not permitted in any College building. Students and staff are responsible for ensuring that their guests follow this policy.

Sports equipment

Sports equipment may be kept in student rooms or in other spaces provided by College. Because of fire safety requirements, no sports gear (including bicycles and trainers) is to be stored in corridors.

Staying in College beyond term-dates

Staying in residence outside of term requires authorisation from the Vice-Principal & Bursar.

Students who fail to vacate their rooms on-time (when required) will be charged (1) the same flat rate per day as other out-of-term residents plus a minimum charge of one day's rent at commercial rates, or (2) full commercial rates if the room could have been rented out to others. The College reserves the right to empty the rooms of those students who fail to vacate on-time, in which case students will be charged a fee of £25.00 (or more to cover staff time).

Undergraduates and postgraduates are required to relinquish their rooms upon graduation, or if they cease to be a registered full-time student of the University, or if they are expelled or excluded from the University or College.

Tutors

Students are assigned College Tutors. It is recommended that students meet with their tutors at least twice per term (once as part of a group and once individually). All students must meet with their tutor at least once per year; and finalists must meet with their tutor during their final term.

Weapons

No guns, rifles or ammunition may be kept within College rooms. Similarly, knives (except non-locking pocket knives with a blade of less than 3 inches), swords, machetes or other instruments that would generally be considered 'a weapon' must not be stored in College rooms. Students with a genuine need to have guns

or other instruments (say for sports) should ask to have them stored in the Vice-Principal & Bursar's office. No students may carry a weapon (concealed or otherwise) within the College. It should be noted that, under the Prevention of Crime Act 1953, otherwise 'exempt' knives carried for 'good reason or lawful authority' may still be deemed illegal if authorities conclude the knife is being carried as an 'offensive weapon'; prosecutors are now very likely to argue that an otherwise legal knife carried for self-protection is intended to be used as an offensive weapon, even if in a defensive manner.

Withdrawal from Residence

Students who withdraw from residence will be liable to an early termination charge. Details are in the [Occupancy Agreement](#) available online.

College Policies

The College's Governance Documents, Reports, Policies and Procedures available on the [Official Documents page](#) of the College website).