



St Chad's College

INFORMATION
&
REGULATIONS

Contents

Introduction	2
Our College Community	3
The University’s Student Pledge	4
Common Rooms	5
Sex, Relationships and Consent	7
Sexual Misconduct & Violence	10
General Information	12
College Regulations	19
College Policies	29

Click on the hyperlinks above to go straight to a specific section.

It may be easiest to search for relevant terms to find the section you need.

Introduction

These regulations are primarily for student members of College and for the good order and smooth running of the St Chad's College community. However, 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.

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 Director of Finance & Operations 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 into 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 (JCR/MCR subscriptions) are collected by College 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).

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 behaviours 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, consent must be: knowing, active, voluntary, 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. 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 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.

See further information here: [Sexual Misconduct & Violence - St Chad's College Durham \(stchads.ac.uk\)](https://www.stchads.ac.uk/sexual-misconduct-violence)

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 is taken 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

Online Reporting

The University provides 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.

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.

General Information

Financial Hardship

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.

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/

Complaints

For complaints having to do with cleaning and maintenance, the first thing to do is to fill in a maintenance form: [Maintenance Request Form - St Chad's College Durham \(stchads.ac.uk\)](http://stchads.ac.uk/Maintenance-Request-Form) This allows the College to track its response to maintenance requests or complaints. For

ongoing difficulties or problems with maintenance and cleaning policies, the Facilities and Housekeeping Manager should be contacted. Urgent matters and any significant matter concerning Health and Safety ought to be referred to the Director of Finance & Operations directly.

Contracts

The College's standard Occupancy Agreement is available on the College website: [Occupancy Agreement 2022/2023 - St Chad's College Durham \(stchads.ac.uk\)](https://stchads.ac.uk/occupancy-agreement-2022-2023)

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 a porter or a member of the maintenance team 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:

[Environment and Energy Management - St Chad's College Durham \(stchads.ac.uk\)](https://stchads.ac.uk/environment-and-energy-management)

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. Formal Hall

Grounds

All students 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 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 Director of Finance & Operations 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 bedlinen, blankets, pillowcases, towels, crockery, and cutlery for use in their own rooms. Bedlinen 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.

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: Maintenance Request Form - St Chad's College Durham (stchads.ac.uk)

Meals

During term, breakfast, lunch, and dinner are served in the Dining Hall. Students with particular dietary requirements should speak with the Hospitality and 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 mealtimes. 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.O.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.) Students are asked to keep food secured and well-stored in kitchens and bedrooms.

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 Vice-Principal, who 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 Vice-Principal 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, 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.

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 Director of Finance & Operations 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 bike racks 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 not uncommon on the Peninsula, and private insurance is recommended for bicycles.

Catering

Unless the Director of Finance & Operations 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 groups, they should 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

There should be no loud music (or noise of any kind) between 11:00pm and 8:00am

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.

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.

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 Director of Finance & Operations 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

The gym is maintained and run by the JCR. Gym regulations must be observed.

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 Director of Finance & Operations, 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.

There should be no loud music (or noise of any kind) between 11:00pm and 8:00am

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 Director of Finance & Operations 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 Director of Finance & Operations 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 Director of Finance & Operations well in advance. Because of the safety hazards inherent in bonfire and/or fireworks parties, special rules need to be followed (see the VicePrincipal & 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 members 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 outside standard occupancy periods

Staying in residence outside standard occupancy periods requires authorisation from the Director of Finance & Operations.

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.

Residence outside standard occupancy periods 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

assume they will 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.

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. 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 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 are available on the [Official Documents page](#) of the College website