



St Chad's College  
Durham University

# COLLEGE HANDBOOK

2023/2024





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# The College Handbook – an introduction

This handbook is produced for student members of St Chad's College. 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. It also sets out important health and safety information, contact details and where to find help.

It is intended as a document which will be read by all students at the beginning of each academic year and held as a reference document thereafter. Throughout, the handbook makes reference to various College Policies and Procedures which are available on the College webpages, and it is the responsibility of students to ensure they are familiar with these.

To help keep in touch with new from St Chad's, please do check your Durham University email account daily, particularly during term time. Please also follow the College on Instagram, Facebook or Twitter as below.



Instagram: @stchadscollege



Facebook: St Chad's College



Twitter: @stchadsdurham



## Principal's Welcome – Our College Community

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.

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/>

Dr Margaret Masson  
**Principal**



## Who's Who at St Chad's

On the page that follows you will find the staff photo board. Contact details for all staff can be found [HERE](#) on the College webpages. Staff are available to talk with students about a wide range of issues including room maintenance, dietary requirements, matters relating to pastoral support, finance and much more. We hope that students feel that we are an approachable and friendly team!



# St Chad's College Staff



Dr Margaret Masson  
PRINCIPAL



Dr Victoria Brown  
VICE-PRINCIPAL



Alistair Jenkins  
FINANCE &  
OPERATIONS  
DIRECTOR



The Revd David Rushton  
CHAPLAIN &  
OUTREACH OFFICER



Jeanna Spencer  
ASSISTANT  
PRINCIPAL



Charles Pemberton  
ASSISTANT  
PRINCIPAL



Lindsay Young  
ALUMNI  
& DEVELOPMENT  
MANAGER



Catherine Theobald  
FINANCIAL  
CONTROLLER



Tony Chapman  
RESEARCH FELLOW



Darryl McNary  
HOSPITALITY &  
CONFERENCE  
MANAGER



Lesley Foster  
COLLEGE &  
CONFERENCE  
ADMINISTRATOR



Vicki Hinds  
FACILITIES & HOUSE-  
KEEPING MANAGER



Susan Mather  
ACADEMIC OFFICE  
ADMINISTRATOR



Suzanne Forster  
FINANCE ASSISTANT



Sara Kitchener  
WEDDING & EVENTS  
CO-ORDINATOR



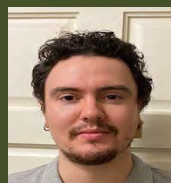
Jenny Parker  
LIBRARIAN



Geoff Burgess  
RECEPTION PORTER



Steve Wright  
RECEPTION PORTER



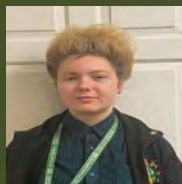
Chris McDonald  
RECEPTION PORTER



Francis Bell  
RECEPTION PORTER



Stuart Conway  
RECEPTION PORTER



Nicole O'Halloran  
RECEPTION PORTER



William Armstrong  
RECEPTION PORTER



Christopher Corbett  
NIGHT PORTER



Lee Whatcott  
MAINTENANCE  
ASSISTANT



Michael Tindle  
MAINTENANCE  
ASSISTANT



Colin Milburn  
MAINTENANCE  
ASSISTANT



Susan Bell  
HOUSEKEEPING  
SUPERVISOR



Tracy Thompson  
HOUSEKEEPING  
ASSISTANT



Claire Cooper  
HOUSEKEEPING  
ASSISTANT



Denise Carroll  
HOUSEKEEPING  
ASSISTANT



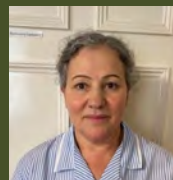
Denise Foster  
HOUSEKEEPING  
ASSISTANT



Dawn Chrisp  
HOUSEKEEPING  
ASSISTANT



Joanne Lyons  
HOUSEKEEPING  
ASSISTANT



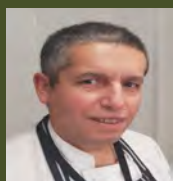
Meryem Kilic  
HOUSEKEEPING  
ASSISTANT



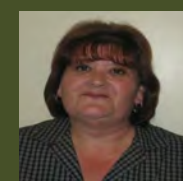
Stuart West  
HEAD CHEF



Andy Mekatoa  
CHEF



Larbi Kamouni  
CHEF



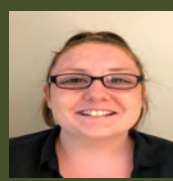
Audra Smith  
CATERING  
ASSISTANT



Zoe Davison  
CATERING  
ASSISTANT



Cindy Clark  
CATERING  
ASSISTANT



Jennifer Liddle  
CATERING  
ASSISTANT



Melissa Barton  
CATERING  
ASSISTANT



Lisa Turnbull  
CATERING  
ASSISTANT



## College Life

### 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 a particular room 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 for groups to hold meetings or other events in any of the common rooms.

### Union (JCR, or MCR) membership

The JCR and MCR at St Chad’s offer a wide range of opportunities for students across many different aspects of the student experience. Whether you are a musician, a sportsperson, enjoy theatre or the arts, it is very likely that the JCR or MCR will have something for you. The common rooms also enable a variety of social activities and are the umbrella organisations for clubs, committees and societies where there are opportunities for participation, leadership and great fun! All new students are strongly encouraged to join the appropriate common room and get involved with the many and varied aspects of College life at St Chad’s.

Of course, 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) join clubs or societies organised and run by the common room concerned; (3) 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 (4) use any Common Room facilities that are funded by membership dues (‘Battels’).

Students can opt out of common room membership (or the sports levy) by notifying the Common Room President and the College Finance and Operations Director in writing (email is acceptable) by a date specified each year a few weeks into the Michaelmas term. The weeks pre-opt-out may be considered a free trial period



during which a student may enjoy all the rights and privileges of Common Room membership.

Unless a student exercises their right to opt out, they will be charged the membership fee. Please note that no opt-out is possible after the specified opt-out date. 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 (College fees) are collected by College on behalf of the Common Rooms. Invoices are issued at the start of each term.

See also the Common Room webpages [HERE](#) which provide further information about Common Room governance (also available in the College Statutes which are available on in the Official Documents section of the College website).

## **College Tutors**

Each student member of St Chad's is assigned a College Tutor – someone who will take an interest in you and your progress through your time as a student with us. Our team of tutors is made up of academic members of the University staff, alumni and members of the Senior Common room who have a wider range of professional expertise. Your College Tutor is an excellent point of contact and a great added layer of wise advice within College alongside the Student Support team and JCR Wellbeing.

There is a strong expectation that students will attend meetings, keep in touch with their Tutor and make the most of their support; they can be a sounding board for a wide range of issues. They can also help with things like personal references in future if they know you well enough(!). Meetings are not compulsory for Postgraduates, but we urge all students to keep in touch with their Tutor and at least acknowledge communications and reply to confirm receipt and your attendance at any organised events.

College Tutors will generally arrange to meet you once per term individually and may also arrange group meetings. All students are assigned a College Tutor upon arrival at St Chad's and students remain a member of the same tutor group through their time at St Chad's, unless a transfer is requested.

Please note your College Tutor is not an academic tutor – for advice on academic issues you should normally contact your departmental Student Support Officer or Academic Advisor in the relevant academic department(s), though if there is anything general to do with your studies the student support team at St Chad's may also be able to help. Jeanna Spencer, the Assistant Principal (Student Support), organises tutor group allocations; please contact her if you have any queries or issues during the year.

## College Porters

The College has a team of six Porters who operate 24/7 from the reception desk in Main College. The Porters are there to help you with post and parcels, lost room keys, directions and to answer any queries you might have about our facilities as well as ensuring your safety in and around the College.

Students often find that College Porters are their 'go to' for questions or queries outside of office hours. The Porters at St Chad's are friendly, supportive and knowledgeable! If they don't know the answer to a question, they will usually know how to signpost you to someone who can help. They are not directly part of the student support team at St Chad's but can contact support staff outside of hours in emergency situations as required.



## Volunteering and Outreach

There is a wide range of volunteering opportunities both for JCR and MCR members, some of which take place as joint events. The JCR has an award winning, student led volunteering committee in partnership with St John's College; this offers numerous opportunities to get involved with College and University based events in addition to several successful local community projects. You can find more information via their [social media](#) pages.

## College 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 reusable cups with a lid.
- Readers must keep the libraries as tidy as possible. Personal belongings are left in the libraries at the owner's risk but should be removed at the end of a study period to allow use by another student; the College takes no responsibility for theft of or damage to personal property. Library staff and College officers reserve the right to remove any items from the libraries left unattended overnight.
- Music may only be played through headphones, and the volume should be kept to a level that will 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 a College Officer, 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 St Chad's libraries.
- 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.

# CHAD'S CHAPLAINCY

Chaplaincy and chapel events are open to all members of St Chad's.

Keep an eye on our Instagram and Facebook pages for regular events and updates.

**You don't have to be "religious" to get involved.**

- Chapel Services
- Volunteering & Outreach
- Exploring faith and belief

**FOLLOW US!**

@chadschaplaincy

www.stchads.ac.uk







## Chapel and Chaplaincy

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. David also plays a central role in the College's widening participation work with schools from across the north of England.

You will often see David around the College throughout the week and on Sundays. 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 aspects of life and to make connections with 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 Chapel 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.

More information is also available on the College webpages [HERE](#) or on the Durham University webpages [HERE](#).

## **Formals**

The College generally has two formal dinners each week in Michaelmas and Epiphany terms and one each week in the Easter term. These are very popular occasions – a chance to catch up with friends, invite guests from other colleges, and sometimes celebrate a special occasion. Formal dinners are relaxed occasions, the conventions quickly learned (explained below) and have been described as the College's equivalent to a Sunday roast or family meal – a gathering point for the Chad's family to come together. Students who would like to dine at Formal Hall must sign up via the JCR. On formal nights, it is always possible to eat earlier in the dining room as usual, cafeteria style.

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

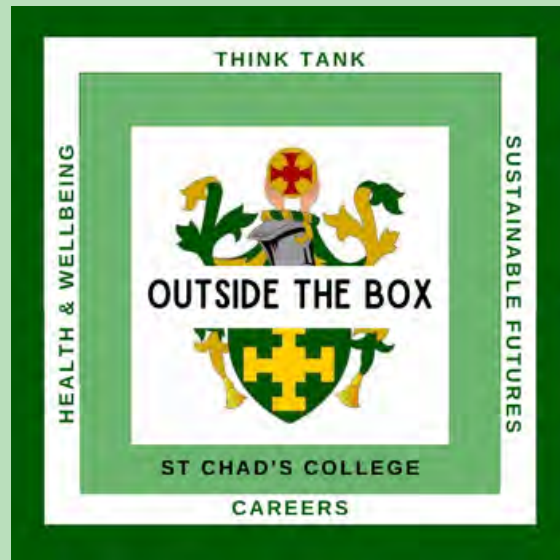
- St Chad's Students wear academic gowns to Formal Hall unless it has been stipulated otherwise (e.g., fancy-dress events). Guests, including students from other colleges, do not have to wear gowns. Everyone is expected to wear a reasonable standard of smart dress.
- When black-tie is stipulated (usually at the final "mega formal" of term) guests are expected to dress smartly in evening wear, a tuxedo/black dinner jacket, or, if this is impractical, a dark suit. St Chad's also has a formal lending-wear service run by the JCR with a good selection of dresses and suits to lend, free of charge, for such occasions; students are encouraged to explore these options. 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. (May the blessed one be blessed, through Jesus Christ our Lord. Amen)



- Students and guests are to remain seated throughout the meal. If someone must leave for an urgent matter, the person should 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 is limited to one bottle per person (a bottle is often shared amongst two or more people, and it is possible to take unfinished bottles away (although not to the College Bar) to finish at a later date). Wine should be purchased from the College Wine Cellar which is operated by the JCR and is open for half an hour before each formal meal. 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* (Let a blessing be given by the Blessed One).

Livers-out are encouraged to dine at Formal Hall, but they must purchase a ticket beforehand from Reception. Guests may be brought to Formal Hall with their host being responsible for their behaviour and adherence with the above.





# OUTSIDE THE BOX AT ST CHAD'S COLLEGE

Outside the Box is a programme of inspiring, challenging and reflective events taking place throughout the year at St Chad's College. The programme encourages the College and wider community to be curious and to think outside the box, often beyond the bounds of their academic discipline into areas that they have previously never explored or known about.

Events take place across each of the four strands of the programme: Think Tank, Careers, Sustainable Futures, and Health & Wellbeing, usually on a Monday evening. In previous years, Outside the Box events have included a visit by the Mayor of North Tyne, Jamie Driscoll, the 'Allo 'Allo star Arthur Bostrom and Britain's greatest ever Paralympian Baroness Tanni Grey-Thompson. For updates on what's coming this year check out the College term card, social media, and weekly newsletter.

If you would like to be involved or have an idea for an event, the Assistant Principal, Dr Charles Roding Pemberton, is the one to speak to.





## Our Alumni Community

As a member of St Chad's you are not just a member of College during your degree but you are also part of a global community of 5,300 St Chad's alumni worldwide and more than 200,000 Durham University alumni. So, what does that mean for you?

**Network** – no matter where you go in the world, a Chad's alum won't be far away. You have a ready-made network available for you to access. Lindsay Young, our Head of Alumni and Development will run sessions throughout the year showing you how to connect with this network using the [College's dedicated alumni](#) platform and [LinkedIn](#).

**Career** – Most Chad's alumni have an incredible strong affinity to the College and many are incredibly generous with their time too. Throughout the year alumni will join us both in Durham and virtually to share their career stories with you. We would strongly encourage you to attend these events even if you feel it's not immediately relevant to your future career plans. These sessions are incredibly inspiring and many have unusual career journeys. They are particularly good if you are unsure of what you would like to do at the end of your degree. Lindsay is able to make individual introductions for you to alumni in the Chad's network.

Lindsay's office is open for drop-in appointments during term between:

- 3-5pm on Tuesdays
- 11am to 1pm on Thursdays

Appointments outside these hours can be booked by emailing [chads.development@durham.ac.uk](mailto:chads.development@durham.ac.uk). Her office is located on the first-floor of main college.

**Social** – We have a calendar of events organised for alumni of St Chad's College. These events take place in London, Durham and throughout the world and include reunion weekends, Christmas Choral Service, networking events, drinks receptions, formal dinners, and informal meet-ups in restaurants and pubs. Likewise, you will occasionally see alumni back in College, particularly around major events like Chad's Day and Advent. Please do speak to them and introduce yourself. While these events are primarily aimed at those who have already graduated from Chad's, students are welcome to attend most events that take place outside of term time. Message [Lindsay Young](#) should you have any questions about alumni events.



## Health and Wellbeing

The health and wellbeing of all students at St Chad's College is a top priority for us. Throughout the year, students can access support services in College, through their academic department and across the wider University including through specialist services such as Disability Support, the Counselling and Mental Health Service, and the Student Immigration and Funding Service.

### Student Support at St Chad's

At St Chad's, the student support team is primarily here to listen, offer non-judgemental support and, where appropriate, signpost you to the most appropriate specialist. This means that we are here as your gateway to support for a wide range of issues. So, whether you have a long-standing medical condition and need guidance about who to speak to next, are having trouble with your housemates, would like to report an incident to the University, are finding the transition to University hard, or are just having a difficult day, we are here!

To make sure you know who to speak to, let's introduce the team!



**Victoria Brown**  
Vice Principal



**Jeanna Spencer**  
Assistant Principal  
(Student Support)



**Charlie Roding Pemberton**  
Assistant Principal  
(Wider Student Experience)

Victoria leads the student support team at St Chad's and works closely with Jeanna and Charlie, the College Chaplain Rev David Rushton, and the wider team of College



Tutors. All staff are regularly available for student support meetings but Jeanna Spencer is the primary point of contact for most student support enquiries and can be contacted, along with Charlie and Victoria, via email to [chads.support@durham.ac.uk](mailto:chads.support@durham.ac.uk). You can find further information about the staff at St Chad's College on the webpages [HERE](#).

### **Booking an appointment**

Jeanna, Charlie and Victoria meet with students about a range of issues relating to their personal health and wellbeing, taking time away from their studies, sexual violence or misconduct, relationships, roommates, finances and much more.

To book an appointment with a member of the student support team, students should visit the link below or email [chads.support@durham.ac.uk](mailto:chads.support@durham.ac.uk).



### **Out of hours support**

Outside of office hours, St Chad's College operates a rota of Duty Officers who are available to assist the College Porter in emergencies. The Duty Officers are the Principal, Vice Principal, Finance and Operations Director and the College Chaplain. Duty Officers cannot be contacted directly by students. Instead, students should seek support at Reception from the College Porter who will contact other staff as required.

In emergency situations students should not hesitate in contacting the emergency services on 999 and inform the College Porter immediately after having done so. Students should refer to the 'Where to find help' poster in their College bedroom or below for further information.

### **Academic Matters**

Students are asked to consult directly with their academic department on matters relating directly to their course or discipline. This may include issues such as a student's teaching or examination timetable or extensions for assignments. However, experience suggests that issues which may initially appear as academic in nature can relate to other personal matters such as a disability or medical condition. Similarly, we know that personal matters such as family difficulties or financial circumstances can often lead to a drop in academic performance. In cases such as this we encourage students to speak with whoever they feel most comfortable whether that be someone in their academic department or College. Student support staff at St Chad's College regularly liaise with academic departments in order to support students with a range of concerns or difficulties so please do get in touch if you are not sure who to approach or where to start.



# WHERE TO FIND HELP

## SAFETY, SUPPORT & WELLBEING

### DURING OFFICE HOURS

Appointments with St Chad's College Student Support Team are booked online by scanning the QR code or by emailing [chads.support@durham.ac.uk](mailto:chads.support@durham.ac.uk). This account is monitored Monday to Friday, 8.30 am to 5 pm.



#### FOR URGENT CONCERNS

Contact the College Reception by phone on 0191 33 43358 or drop-in to see a member of staff in person on the first floor of Main College.

#### FOR LESS URGENT CONCERNS

Book an appointment as above or, if you feel it would be helpful to talk to a fellow student about an issue of concern, you can contact the student-led JCR Wellbeing Team. They hold regular drop-ins in College and can be contacted via Facebook.



#### AN ISSUE WITH YOUR ACCOMMODATION

Complete a maintenance form online by scanning the QR code here.



### OUTSIDE OFFICE HOURS

#### ILLNESS

For an emergency see below. For non emergencies, contact the NHS on the non-emergency number, 111 or book an appointment with your GP online for their next available surgery.

#### PERSONAL DISTRESS OR CONCERN FOR ANOTHER STUDENT

For an emergency see below. Ring the College Porter on 0191 33 43358 or 07968 690830. Alternatively for urgent hotline support contact Student Space via their website, Samaritans on 116 123 (free of charge), or Nightline (number on the back of your Campus Card).

#### NOISE COMPLAINTS

Call the College Porter on 0191 33 43358 or 07968 690830. You can report anonymously!

### IN CASE OF EMERGENCY

If it is truly an emergency and you need police, fire or an ambulance, you should dial 999 from your mobile phone and clearly explain the emergency. Livers in must also inform the College Porter as soon as possible by contacting 0191 33 43358 or 07968 690 830. Livers out may also wish to do this.

### UNSURE ABOUT WHAT TO DO

Contact the Porter via the College Reception and they can advise you how to proceed. Their number is 0191 33 43358 or 07968 690830 and they are your first port of call for queries or concerns about difficult situations or outside of office hours. Add these numbers to your phone!

## 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 1 October each year (but ideally pre-arrival), all new students are therefore expected to complete the online course, 'Consent Matters; Boundaries, Respect and Positive Intervention', which is available via Oracle Learning. The course must be completed before participation in College-based clubs, societies or committees and you will be sent a direct link to this course in the coming weeks.

During Welcome and Orientation, we will require you to confirm that you have completed this course and you will also be asked to attend a short workshop covering consent, support and bystander intervention. Questions about the course should be directed to Jeanna Spencer ([chads.support@durham.ac.uk](mailto:chads.support@durham.ac.uk)) who will be happy to help.

We hope that all students will find the course interesting and commit to maintaining our valued culture of respect at Durham University and at St Chad's College. The University's Sexual Violence & Misconduct Policy and Procedure can be found at [https://www.dur.ac.uk/university.calendar/volumei/policies\\_and\\_strategies/](https://www.dur.ac.uk/university.calendar/volumei/policies_and_strategies/). More information is also available at [www.durham.ac.uk/sexualviolence](http://www.durham.ac.uk/sexualviolence).



## Medical Registration

At top priority for all students is to register with doctors at a local medical practice so that you can access healthcare in Durham when you need it. This is especially important if you have an ongoing health condition or require repeat medication and for support with vaccinations. However, unexpected medical situations can arise at any time, so we ask **ALL** students to ensure they are registered in Durham. Full details of what to do and when can be found on the University webpage [HERE](#).

You are welcome to register with a medical practice of your choice. However, the practice area of the Claypath and University Medical Group covers the University and the Colleges, and the majority of our students register with this practice. The practice details are as follows -

- Claypath and University Medical Group

University Health Centre, Green Lane, Old Elvet, Durham DH1 3JX Tel: 0191 386 5081

Website: <http://www.durhamstudenthealth.co.uk/>

All new students can register with the Claypath and University Medical Group at [HERE](#) (or at the QR code) via a quick and easy online form. This practice also has a pre-registration process which is open now to new students to ensure everything is in place for your arrival in Durham. The online registration form uses drop down lists for student accommodation with the Colleges or private providers; if you have other accommodation, please enter your address in Durham. The form also asks whether you have an NHS number or not. You will only have a number if you have previously registered with a doctor in the UK, but you can still complete this online registration if you are an overseas student and don't already have an NHS number.



Registering early ensures that your new medical practice knows about you, can set you up on their systems and be aware of any current medical issues. It also means that any UK NHS notes get transferred early to the practice so they have a full knowledge of your medical history, will be able to take over the prescribing of any medication and understand any further immunisations you might need.

There are other medical practices in Durham that you may want to consider. A full list with locations can be found [HERE](#). Registration with practices other than the Claypath and University Medical Group is not available online.

### **Medication and Allergies**

St Chad's College is an adult learning environment in which students are largely expected to go about their day-to-day activities independently. Neither the College nor University operate in loco parentis. The College does however have a duty of care to its students and staff and is committed to providing appropriate support for all members of the College community either directly through student support staff, on an emergency basis via the College Duty Officer, through liaison with departments and services within Durham University or through collaboration with external specialists. Furthermore, support is offered throughout all aspects of student engagement as is appropriate in a college which seeks to ensure all members can fulfil their potential, often during key formative years.

Students at St Chad's College are known to be taking a range of prescribed and over-the-counter medication for a range of reasons. In some cases, the reason for this is known by the College and long-term while in others the medication is required only on a short-term basis, and little is often known about this by the College. There is no obligation for students to share their medical circumstances or history with the College, but they are welcome to do so for the purposes of accessing support services.

The College operates on the following principles –

- Students at St Chad's have a range of complex medical needs.
- The College welcomes students sharing details of their personal circumstances with student support staff in cases where this may affect their ability to live in college accommodation, engage with college life or fulfil their academic potential.
- Students should take responsibility for their own medical needs including the safe storage and administration of medication.
- Students are required to arrange appropriate storage and disposal of medical equipment such as sharps/needles according to guidance provided by the NHS and livers in are asked to inform the College of these arrangements if



additional support is required (see below) or if items are being put into college waste.

- Information held by the College about a student's medical needs will be held securely within the College's student records which are accessible by student support staff and College Duty Officers.

While some staff, including all College Porters, are First Aid trained, staff at St Chad's College are not medical professionals and are not trained in the administration of medication. Staff are not required to take responsibility for the administration of prescribed medication and must not distribute non-prescription medication such as paracetamol to any student. Unless the College is informed otherwise it will be assumed that students are aware of how and when to administer their own medication. Students are also responsible for informing the College of any relevant allergies or access requirements when joining the College or in a timely manner as they arise.

Students at St Chad's College should inform the student support team if adjustments to college accommodation are required in order to store medication. This may include the provision of a small fridge. Student must also carry their own emergency medication as advised by a medical professional. Where a medical condition requires a student to follow a specific diet, the student should inform the student support team and liaise with the catering team to ensure their needs are met.

The College will not hold or store, including at reception, any items of medication which are to be given to students. The exception to this is medication which is received by post and is addressed to a resident student. The College's full policy on the storage and administration of student medication can be found on the Official Documents pages of the College website.

## **General Data Protection Regulations (GDPR)**

The GDPR became enforceable in the UK on 25 May 2018. At the pre-arrival stage we do request a certain amount of personal data from all of our students and indeed many students share information with College staff throughout their studies. These data are stored securely on Durham University servers and access is restricted to the appropriate College staff.

We only request data that is essential to allow us to support students to the fullest while they are at University. Once students leave the College this information is destroyed in line with the College's Data Retention Policy. More information about this can be found on the Official Documents section of the College webpages.

## **Student 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:

- 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.

## Equality, Diversity and 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 where everyone is accepted and valued for who they are, where all kinds of diversity is respected and where students are encouraged to develop into all that they can be.

St Chad's College has adopted the University's Equality, Diversity and Inclusion Policy which is available on the Official Documents section of the College webpages.



## Accommodation

Rooms are College property and any undertakings given by the College about the provision of accommodation do not give rights to occupy a specific room. Although the College will try to avoid disturbing you, it reserves the right to move you to another room if necessary. Housekeepers, Porters, or College Officers must be allowed access to rooms in the performance of their duties. **Residents must not change or let their rooms without permission. Sub-letting of student rooms in College is strictly forbidden.**

## Care of your room

Your room is your home while you are here. The JCR and the College as a whole expect residents to share responsibility for influencing and monitoring behaviour on their corridor, reporting any damages and the person(s) causing them. If damage remains unreported, the perpetrator may be penalised and have to pay the full cost of repairs with an associated sanction. It is, therefore, in everyone's best interest for anyone who causes damage to report it promptly.

## Privacy

Residents must be able to live in College without fear of threat to their safety, security or privacy. To this end, all staff and students must be aware of, and actively monitor, any situations that could infringe these rights. No one is permitted to enter a study bedroom except by invitation or on official business, such as:

- in an emergency (including a fire alarm activation or urgent maintenance);
- in the case of routine room checks/servicing;
- in response to a specific maintenance request;
- on the authorisation of a College Officer, e.g. in order to investigate a formal complaint or a health & safety matter.

If asked to leave, a visitor must do so immediately and without argument, or face disciplinary action. Similarly, no-one may be detained in another's room.

During periods when a study bedroom is occupied, staff members are not permitted to enter it except on official business (as listed above). Whenever possible, 24 hours' notice should be given, and staff should normally be accompanied by another member of staff (except in the case of routine cleaning, emergency or in response to specific maintenance requests). Staff should not, in any case, enter a study bedroom without knocking and waiting for a response. Contractors and maintenance staff should not normally enter residential areas before 9 am, except on urgent business and with College approval and residents will be given notice of contractor visits as far as possible. Any action that infringes the above and/or causes a breakdown in trust between staff and residents will be investigated and may result in disciplinary proceedings.

## Housekeeping

Rooms are deep cleaned before the start of each term. Bins are emptied twice per week and bin liners replenished. Rooms are also cleaned weekly, including any ensuite facilities. 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 Hall varies but is also available on the Trinity Hall noticeboard. Residents should advise their Domestic Rep if they have concerns about the quality of cleaning or write to the Facilities and Housekeeping Manager, Vicki Hinds. Cleaning equipment (including a vacuum cleaner) will be available should students wish to clean their rooms or shower cubicles themselves.

## Keys and Security

At the start of each term, you will receive a room key. Students must hand in their key at reception if they are not in residence during vacations and also at the end of their stay in College. Keys which are lost, stolen or not handed in will have to be replaced and in these cases a charge of £30 for the replacement cost will be made for each key unless it is found/returned within 7 days. If the lock has to be changed the charge will be £85.

Leaving doors and ground floor windows open creates a security risk, so please make sure the door is closed behind you and your windows are shut before you leave your room. You should lock your room door every time you leave as a precaution against theft. You should be particularly careful at the beginning and end of terms not to leave any baggage unattended or in an unlocked room for even the shortest time. If you occupy a ground floor room, please be particularly vigilant about securing your windows when you are out and at night. If you lock yourself out of your room, please contact Reception and a Porter will open your door. You should take care to lock your room whenever you are out.



Should their key become mislaid, students may obtain a spare key to their room in College from a porter. 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.

### **Guests in College accommodation**

Guests may be brought into College during college hours (i.e., from 8.00 am to midnight). 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 Licence 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 consecutive nights or to prohibit any such stays (details of applicable charges may be obtained from the Finance & Operations Director 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 midnight. Whilst the College does not object to occasional visitors, it is essential that these facilities should not be abused.

### **End of term and vacation arrangements**

Room rents are based on specific periods; residence outside this period (subject to availability) will incur an additional charge. Students who receive permission to reside in College outside of their residence period 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 a Licence Agreement for the whole year.

### **Accommodation 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 are available [HERE](#).

### **Bedding, Linen and Crockery**

Students are expected to supply bed linen, blankets, pillowcases, and towels along with any crockery and cutlery required for use in their own rooms. Bed linen and duvet covers can usually be purchased from College as a Bedding Pack. Hand dryers, toilet paper and paper towels are provided in common facilities.

## **Water Supply and Showers**

All water in taps throughout the College is drinkable. Residents should use caution with hot water as the College uses constantly circulating hot water systems maintained at 60 degrees to reduce the risk of Legionella. This temperature does increase the risk of scalding. Residents should exercise caution when using taps and showers.

## **Noise and Disturbance in College**

In order to avoid disturbing other students, noise should be kept to a minimum in and around College especially in residential areas and especially at times when students may be trying to work or sleep. Noise that can be heard through walls between the hours of midnight and 8am is considered anti-social. Headphones should be used to avoid disturbing roommates or neighbours between midnight and 8am.

If disturbed by undue noise, a student should, in the first instance, ask the perpetrator to quieten down. If this request is ignored, the College Porter should be asked to intervene. Students can report noise issue to the College Porter and request that the perpetrator is not informed of the source of the complaint. Repeat offenders may be reported to a College Officer.

## **Decorating College Rooms**

The occupants of all College rooms are held personally responsible for any damage to the furniture and decorations of their rooms, reasonable 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 College 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. Residents who need repairs to their rooms or furnishings (or to common rooms) should complete an online maintenance form via the College website [HERE](#).

Any minor faults, such as blown light bulbs, or damage should be reported as soon as possible to the College Reception. 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, residents must not add transfers, pendants, etc. to the windows facing the street, the College gardens or the Quad.



## Living out

St Chad's College has around 600 student members, of whom 250 live in College. The majority of students live in College for the duration of their first year. Although a good number of second and third year students live out of College, you remain full members of the College and are encouraged to enjoy the privileges and responsibilities of membership. St Chad's is still likely to remain a focus of your social, recreational and intellectual life while in Durham and living out will not hinder you from participating in the wide range of activities organised by St Chad's and its common rooms.

Students who live out are welcome to take meals in College and simply need to buy a meal ticket at the College Reception. College facilities are also available to all Chadsians including the libraries for study, the gardens, chapel, common room spaces etc. The College also remains an important point of contact for all livers out particularly if you need support with a particular issue or concern be it a long-term pastoral issue or something of immediate and urgent concern. To ensure we can support you to the fullest, please ensure your University student record is up to date with your contact details including your term-time address and telephone number. Livers out are still bound by the University's codes of conduct, student pledge and general regulations.

## Crime

Durham is by and large a very safe place to live. However, crime does occur and thieves will look for easy targets such as laptops, bicycles, mobile phones and other electronic devices. They very rarely use forced entry but will look for easy opportunities such as windows which have been left open. Please be vigilant and take precautions to protect your property by ensuring doors are locked behind you, windows not left open (particularly on the ground floor) and, where possible, properties are alarmed, particularly during the vacations. If you need advice on securing your home or possessions, you may wish to speak with PC Gary Thompson, the University's Police Liaison Officer. A message from Durham Constabulary for all students is also available [HERE](#).

## Being good neighbours

As a student resident in Durham City, you become part of the local community. This carries with it responsibilities and expectations and we hope that all livers out will



enjoy being ambassadors for the University and St Chad's College. Some neighbours or other residents may not be familiar with the University or with the pressures of student life. You and your housemates may be their only contact with the University. The University, College and your fellow students will, therefore, be judged by your behaviour. It is therefore extremely important that you establish and maintain good relations with your neighbours (and they with you). The goodwill of all residents is essential and you will also get greater pleasure from living out if you get on well with those in nearby and neighbouring properties.

Relationships between local residents and students need not be a source of tension. Most Durham City residents choose to live here because they enjoy the vibrancy of a university town. Consider joining or supporting your local residents' association or another volunteer organisation. There are many great opportunities to get involved with the wider community of Durham and we hope many Chad's students will be keen to do so!

## **Noise**

Excessive noise, at any time, but particularly late at night, is very un-neighbourly and can cause great distress. It is also the biggest source of 'Town and Gown' issues across the city. It is especially disturbing to those whose working day starts earlier than yours or who need an undisturbed night. Please be aware that your neighbours may have young children or elderly relatives living with them too.

Keeping noise to a minimum is particularly important in terraced houses where noise can travel easily. Take simple steps like using headphones and keeping music volumes down. If you have a party at your home, remember to inform your neighbours and to promise them that it will finish at a reasonable specified time (and stick to it!). In particular please be considerate when walking home late at night and remember that voices carry a long way. You should be aware that any citizen who is repeatedly disturbed by excessive noise or other unacceptable behaviour may also contact the Police or University's Community Response Team.

## **Costs and Payment**

### **Paying for your accommodation**

It is important to remember that St Chad's College operates independently of Durham University. For this reason all payments for accommodation fees should be paid directly to St Chad's College rather than to Durham University. This also applies to any other incidental or optional charges supplied by the College. You may find it helpful to refer to the College webpages [HERE](#) and to share this link with your parents or supporters as needed.

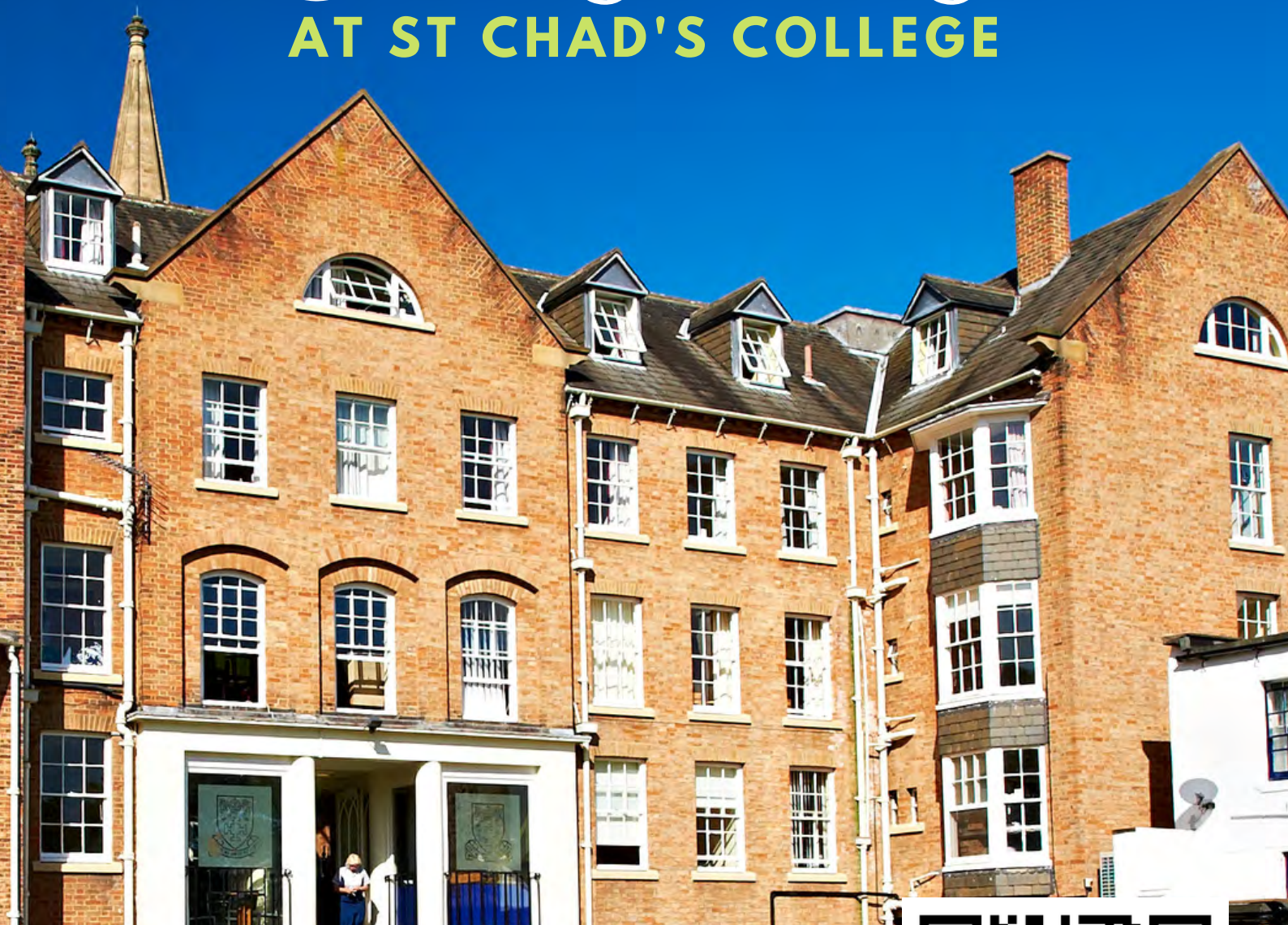
### **Debt to St Chad's College**

Students who have an outstanding debt to the College with regards to unpaid residence charges will not be permitted to enter the Room Ballot or sign a further Licence 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. This must be agreed with College staff and must include evidence of a sound financial plan for continuing with this 'payment by instalment' plan at the same time as they are liable for the next year's residence charges. Exceptions to this policy are at the discretion of College Officers.

# Scholarships & Bursaries

AT ST CHAD'S COLLEGE



VISIT OUR WEBSITE OR  
SCAN THE QR CODE  
[STCHADS.AC.UK/ADMISSIONS/  
SCHOLARSHIPS-BURSARIES/](https://stchads.ac.uk/admissions/scholarships-bursaries/)





## Scholarships and Financial Support

St Chad's College owes its existence to the generosity of two people: Douglas Horsfall and Julia Warde-Aldam, who, in the early years of the 20th century, not only paid for our original buildings but also funded scholarships and bursaries for many St Chad's students in this period.

This commitment has continued and today. St Chad's is passionate about being able to offer students the support – both pastoral and financial – they need to succeed. We believe that anyone with aptitude and promise should have the opportunity to become part of an academic community like St Chad's, whatever their background. This is our heritage.

St Chad's College is delighted to be able to offer a number of annual scholarships and bursaries for undergraduate and continuing postgraduates to encourage applications to Durham and St Chad's from students from less affluent economic backgrounds and under-represented communities, and to provide support, as required, to help our students who find themselves in financial need. These awards are funded through the generosity of St Chad's College alumni, fellows and friends.

Full details of all of the scholarships and bursaries can be found [HERE](#) on the College webpages. Some scholarships are available to applicants while others are relevant to current students. Most notably, students are regularly support through the College's Student Support Fund, Opportunities Fund and Academic Development Fund. These funds support current students with awards of up to £500 with both urgent need and long-term planned expenditure. Information about how to apply is available on the webpages and circulated via email throughout the year.

## Facilities and Operations

### Internet Access

Wireless access is available in all University buildings and operates at St Chad's College in the same way as across the Durham University estate. Login is via your CIS username and password.

### Car Parking

Students in Durham do not generally have need for a car. Parking in Durham City is limited and often expensive and the small size of Durham City centre means that nothing is ever too far away.

St Chad's College has a limited amount of parking at Trinity Hall and students are able to apply for a parking permit by emailing the Facilities and Housekeeping Manager to request an application form. Generally parking permits are supplied on a first come first served basis to students if they meet one of the following criteria:

- Students with a medical, disability or pastoral need which requires them to have a car;
- Commuter students who do not live in Durham City and require a car to travel to and from academic commitments;
- Trinity Hall residents, PGCE students and undergraduates who are required to complete a placement as part of their course;
- Students who require a car for the purposes of carrying out a role or commitment relating to engagement with wider student experience activities.



Permits will be restricted in number and are for Trinity Hall only. They are not for any other University Car park nor as permission to park elsewhere in Durham City

## **Post**

All external mail addressed to St Chad's College and any of the Bailey houses will be delivered to Main College. Letters will be placed in the pigeon-holes which are located on the first floor while parcels and any mail which is to be signed for will be held in the College Reception. Please wait for the College to email you to tell you that a parcel has arrived before going to collect it. Mail is delivered daily to St Chad's, and it can take a little while to sort it before it can be distributed. When you come to collect post, please ensure you have photo ID with you.

The postal address for St Chad's College is: St Chad's College, 18 North Bailey, Durham, DH1 3RH. All post for students in Bailey accommodation will arrive at the College Reception. Mail which is addressed to Trinity Hall or Hallgarth Street will be delivered to the following locations -

Trinity Hall, Pimlico, Durham, DH1 4QW.

30 Hallgarth Street, Durham, DH1 3AT.

## **Insurance**

The insurance of your personal belongings is your own responsibility however the College (University) has arranged a policy with a provider to provide some basic cover. Currently this is provided by Endsleigh Insurance. Details can be found [HERE](#) where you are also able to confirm your cover and view your policy documents. 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 Finance and Operations Director in the first instance that the damage or loss is directly attributable to the negligence of College Staff.

## **Lost 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 Finance & Operations Director 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.

## **Room bookings**

Requests to book rooms in College for meetings may be made using a Room Booking Form supplied by the College & Conference Administrator, who can be contacted on email via [chads.commercial@durham.ac.uk](mailto:chads.commercial@durham.ac.uk) or by visiting the webpages [HERE](#).

## **Bicycle storage and sports equipment**

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 and are living in College accommodation, it should be kept under one of the bicycle shelters 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 £25 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 common on the Peninsula, and private insurance is recommended for bicycles.

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

## **Laundry Facilities**

The College has laundry facilities in Main College, Queens Court and at Trinity Hall. The facilities in Main College and Queens Court make use of the Circuit laundry app. Further details can be found in the laundry or by asking at Reception.

## **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 (see earlier section).

## **College Gardens**

St Chad's is fortunate to be set in a beautiful location amidst lovely grounds. The gardens are available for recreation, but large-scale ball games should not take place as this may disturb those living close by. All students are asked to refrain from littering throughout the College and to clear away all crockery and glasses they may use there. Please do not pick flowers in the garden. Everyone is asked to play a part in maintaining the grounds as a safe and enjoyable environment

The College's grounds are maintained by the College gardeners and porters (and our chaplain also contributes a great deal of TLC). If you would like to take part as a volunteer gardener, please contact the College Chaplain, David via [chads.chaplain@durham.ac.uk](mailto:chads.chaplain@durham.ac.uk).

## **Smoking**

Smoking and the use of vapes/electronic cigarettes is not permitted in any College building or within 10 metres of a College building. Students and staff are responsible for ensuring that their guests follow this policy.

## **Fridges in rooms**

Where a student requires the use of a fridge in their room, for example to store medicines, this must be requested via Reception (or by email in advance of arrival). Any fridge must be provided by College. The use of mini fridges is strictly forbidden due to the risk of fire.

## **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 Facilities & Housekeeping Manager 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 Facilities & Housekeeping Manager will have a record of these visits.

Maintenance schedules for work during term-time are discussed with the JCR and MCR Execs. 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 complete an online maintenance form via the College website [HERE](#).

### **Adverse Weather**

In the rare event of snow or ice, a mix of salt and sand is provided for the pathways. In the event of heavy snow, College staff will endeavour to clear the snow at Trinity Hall within 24 hours (provided they are able to get to the building).

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 frosty or icy conditions.

### **Pest Control**

Maintenance reports should be used to report any pests in or around College buildings. Students should not themselves use any form of pest control (traps or poison etc.) but instead report the issue as soon as possible.

### **Pianos and Organ**

The College has a number of pianos located in the Cassidy Quad, the SCR, and the Ann Loades Room (Ramsey House). Application to use the chapel piano or organ should be made to the Chaplain. Room keys (and a key for Ramsey House) may be collected and signed for at Reception. Musicians may play the pianos between 9.00 am. and 9.00 pm. There may be times during the year (i.e. exam times) when these hours may be altered.

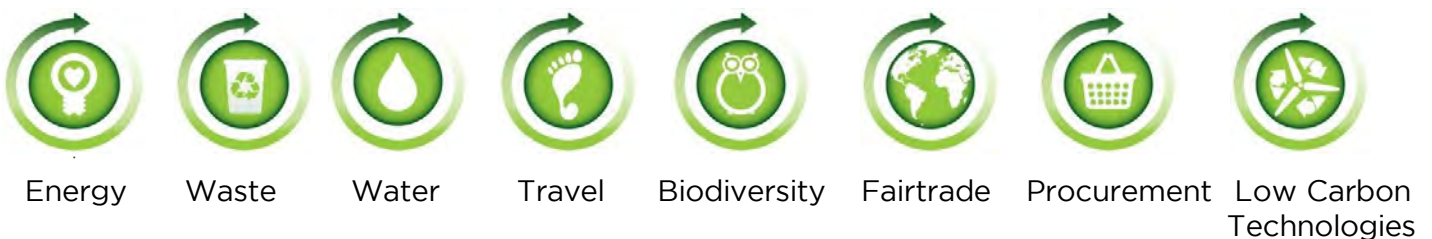




## Environmental Sustainability

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). 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.



### Food Waste

The College endeavours to minimise food waste and uses production methods to ensure that this is adhered to. Your support in helping with this is appreciated. Please only take what you can eat.

## Catering

### Meal times

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

The service of meals operates by a card system. Every resident 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.

### Special diets

The catering team at St Chad's is used to catering for a wide range of requirements. At all meals vegetarian and vegan options are available but we realise that many students also have other specific requirements. The New Student Information Form will ask you to tell us about any specific dietary requirements you may have including any allergies or intolerances, and requirements for reasons of faith or religious belief.

If you have requirements about which you feel it would be helpful to also speak with a member of staff ahead of your arrival, please email [chads.support@durham.ac.uk](mailto:chads.support@durham.ac.uk) so that we can connect you with the Hospitality & Conference Manager.

The University Allergens policy is available online [HERE](#) and this policy has been adopted by St Chad's College.

### Packed meals and takeaway

Where possible, students are encouraged to eat their meals in the Dining Hall, however we recognise that this may not always be possible due to sporting or extra-curricular activities, and so in exceptional circumstances meals can be provided to takeaway. We encourage students to provide their own container for this.

Should a student require a packed lunch, they are asked to sign up for this on the previous day. A sign-up sheet is available in the servery and the lunch can be collected at breakfast the following morning.

### Cooking and kitchens

Basic cooking facilities are provided in all accommodation. Please exercise care when making use of these facilities. Students should not leave ovens or hobs switched on if they are not present. This is a fire risk. It is expected that students will leave kitchens clean and tidy after use and clean-up should take place straight after a meal. It is not acceptable to leave unwashed crockery or other items overnight or to expect the housekeeping staff to clear up.

## Health and Safety

The College is responsible for ensuring that 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 College website [HERE](#).

## **Fire Safety**

Fire safety is a top priority across Durham University and no more so than in college accommodation. Living in College accommodation can be a wonderful experience, but it requires everyone to live together safely and with consideration for those around them. At St Chad's we need everyone to play their part in this by following a series of basic but important rules which are outlined in the University's fire safety video. All students should ensure that they have watched the video and read the associated notes which are available [HERE](#) on the University's webpages.

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 if it is deemed appropriate. All students living in College and those using College facilities must ensure that they are familiar with escape routes (posted in all College rooms) and that they know where the nearest fire extinguishers are located.

Smoke detectors are located in all bedrooms and common areas. Under no circumstances should these be covered. Tampering with any fire device is a criminal offence and carries a fine of £200. Other sanctions may also be imposed as determined by a College Officer.

## **Fire drills and alarm tests**

Fire drills are carried out each term. You will not be notified about these and on hearing a fire alarm, should exit the building as quickly and safely as possible. Fire alarms are tested weekly.

## **Personal Evacuation Plans (PEEP)**

Any student who anticipates needing assistance to escape in the event of a fire or fire alarm should speak to the Vice Principal upon arriving or upon discovering the specific requirement. The Vice Principal will arrange for a risk assessment to be conducted and the necessary arrangements to be put in place. A list of those with special fire-safety needs is held (confidentially) at the College Reception.

## **Restricted Items**

To keep us all safe, the table below provides an indicative but not exhaustive list of the items that prohibited in various areas of the College and across Durham University. College Officers may remove other items if they are considered to be a danger or disruptive. If in doubt, please seek advice from the Finance and Operations Director first or, if you are a new students, by emailing [chads.admissions@durham.ac.uk](mailto:chads.admissions@durham.ac.uk).

The items marked with an asterisk may, in exceptional circumstances, be permitted in study bedrooms with a medical exemption. Applications for medical exemptions must be made to [chads.support@durham.ac.uk](mailto:chads.support@durham.ac.uk) and may require the submission of supporting evidence.

We also reserve the right to intercept any items delivered to the College that are likely to pose a risk or cause disruption within the College community. This includes items that are listed below. If you plan to live in College accommodation, before travelling to Durham, please make reference to this list and pack accordingly.



## Cooking and Cooling

	Study Bedrooms & Corridors	Catered Pantries	Non-Catered Kitchens
Toasters	x	✓	✓
Kettles	x	✓	✓
Food grills and air fryers	x	x	✓
Rice cookers	x	x	UK mains lead provided
Microwave ovens	x	✓	✓
Cookers	x	x	✓
Hot plates	x	x	✓
Coffee machines	x	x	✓
Toastie makers	x	x	✓
Omelette makers	x	x	✓
Deep fat fryers	x	x	x
Pressure cookers	x	x	✓
Slow cookers	x	x	✓
Popcorn makers	x	x	✓
Fridges	x*	✓	✓
Freezers	x*	✓	✓

## Other Electrical

	Study Bedrooms & Corridors	Catered Pantries	Non-Catered Kitchens
Block adapters	x	x	x
Incense burners	x	x	x
Plug-in air fresheners	x	x	x
Irons	x	x	✓
Portable heaters	x*	x	x
Electric blankets	x*	n/a	x
Fans	x*	x	x
Air conditioners	x*	x	x
Dehumidifiers	x*	x	x
Mains fairy lights	x	x	x
Non-CE marked items	x	x	x
Clothes washers	x	x	x

## Other Fire Hazards

	Study Bedrooms & Corridors	Catered Pantries	Non-Catered Kitchens
Any naked flame	x	x	x
Candles	x	x	x
Tea lights	x	x	x

Gas canister equip.	x	x	x
Incense sticks	x	x	x
Shisha pipes	x	x	x
Flammable liquids	x	x	x

### Other Items

	Study Bedrooms & Corridors	Catered Pantries	Non-Catered Kitchens
Pets inc. goldfish	x	x	x
Door wedges	x	x	x

### Items Prohibited on All University Premises

	Study Bedrooms & Corridors	Catered Pantries	Non-Catered Kitchens
Drug paraphernalia	x	x	x
Fireworks	x	x	x
Barbeques	x	x	x

### Fire exits and escape routes

All fire escapes are indicated clearly with the appropriate signage. Please take time to familiarise yourself with these routes and understand the shortest exit point from your location. Under no circumstances should items be left in corridors which form part of a fire escape route.

### Tampering with fire devices

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.

### 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: this presents a serious fire risk (not to mention a risk to your equipment). If students are in doubt about the voltage, they should ask one of the porters or maintenance staff 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. Portable appliances provided by the College are tested annually. The College's Portable Electric Appliance Policy can be found on the College website.

## **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 pm until 8 am.

## **CCTV**

The College operates a CCTV security system in Main College which records images which may be stored for a period of time before being erased. An appropriate CCTV notice is displayed in Main College. The College's CCTV policy may be found on the College website.



## **Governance**

St Chad's is a recognised college of Durham University; its students are full members of the University, and the College works in close co-operation with University's structures. St Chad's is independently governed by a Board of Governors which consists of up to 20 people, the majority of whom are elected from outside the College. Our governors are ultimately responsible for the governance of the College and approve all major strategic and policy decisions. See Governors' page of the College website.

## **College Officers**

The daily life of St Chad's is managed by a team of College Officers led by the Principal, who manages, directly or indirectly, the wider staff team, the Vice-Principal who oversees the wider student experience and student support, and the Finance and Operations Director.



## Behaviour and Expectations

Durham University's General Regulations apply to all students of St Chad's College. When registering at Durham University all students agree to abide by the regulations as set out [HERE](#). Students should refer to [General Regulations IV – Discipline](#) which outlines the expectations of all students.

The University's Academic and [Non-Academic Misconduct](#) Procedures along with the [Student Pledge](#) sit within the General Regulations. For disciplinary matters relating to incidents or matters in College, the Non-Academic Misconduct Procedure will most likely apply. However, St Chad's College also operates a local Discipline Procedure, and it is hoped that most issues can be dealt with at this level without the need for escalation.

### St Chad's College Student Disciplinary Procedure

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 and matters that have not been successfully resolved by the JCR or MCR Executive.

### College Concerns

In many cases, minor breaches in conduct, termed a 'College Concern', will be remedied simply by a College Officer, or their nominated representative, discussing the matter informally with a student. The student will then, if appropriate, be issued with a warning letter which will lay out the details of the meeting and any actions required.

Rather than impose punitive measures, a College Concern is considered an opportunity for the student to 'make good' the matter and 'wipe the slate clean'. However, this may include covering the cost of any damage or expenses incurred as a result of a College Concern incident. A written or verbal apology to other parties may also be suitable outcome.

Where a student is issued with two College Concern notifications in an academic year, any further College Concerns will result in the immediate escalation of the matter to stage 1 or stage 2 of the disciplinary process as outlined below. An open and honest discussion about a College Concern incident is preferable and can often result in a straight forward resolution in which there is no dispute over the issues involved. However, where allegations are more serious, or contested, the following procedure should be followed.

## Disciplinary Offences

There are two types of disciplinary offence: Category 1 and Category 2. Category 2 offences (as set out in the [Non-academic Misconduct Policy, General Regulations IV Discipline](#)) broadly involve behaviour that either does, or has the potential to, cause serious damage to the College or University, its staff and other students. Category 1 offences involve misconduct of a less serious nature or may constitute an ongoing history of involvement in incidents defined as a College Concern. An “Authorised University Officer” (the Principal or their nominated representative) decides whether on the face of it, the offence is of Category 1 or 2 and has the discretion to begin the College disciplinary process as set out below at Stage 1 or Stage 2.

## Disciplinary Process

### Stage 1 (including formal warnings)

If an incident is of a more serious nature than can be dealt with as a College Concern but is uncontested, the student may be given a formal warning by a College Officer (at a meeting and/or via a letter). The student will be advised of the reason for the warning and of any appropriate sanction, costs of making good any damage, that it is the first stage of the disciplinary procedure and of his/her right of Appeal (see Appeals). A copy of the letter will be placed on the student’s college record. The case will be considered concluded. However, after two warnings, matters dealt with at stage 1 will be escalated to stage 2 as outlined below. If the matter is contested, it will be dealt with at Stage 2 as below.

### Stage 2

If the alleged misconduct is contested or if it is of a more serious nature, or if it is a repetition of misconduct, or misconduct by a person who has already received two formal warnings, previously dealt with under Stage 1, then it may be dealt with under Stage 2, in which case a Formal College Investigation will be initiated. Students should note that there are certain matters within the University which cannot be investigated at a College level and should be taken forward under the relevant University policy as outlined in the University’s General Regulations (most often the Non- academic Misconduct Policy). This includes matter which may need to be heard by Senate Discipline Committee.

The procedure for a College Investigation under Stage 2 is as follows -

- Following a report of an incident of misconduct, an Investigating Officer will be appointed who will be a senior member of staff within the College, as nominated by a College Officer;
- The Investigating Officer will meet with the involved parties along with any witnesses and collect statements from each party;
- The Investigating Officer will write a Statement of Findings which will include their recommended outcomes;
- The Statement of Findings will be submitted to the College Principal (or their delegate) who will decide whether the matter should be taken forward to a College Disciplinary Panel;
- The incident need only be taken forward to a Disciplinary Panel if the matter is contested. That is to say that the alleged perpetrators disagree with, or contest the sequence of events, or their role in them;
- Where a student admits to a charge against them, the Principal (or their delegate) may impose a reasonable sanction. At the student’s request, a Disciplinary Panel may still be called in these circumstances;

- Disciplinary Panels will be chaired by the Principal (or their delegate) and will include the Investigating Officer (in attendance for reporting only), a representative from the appropriate common room, and one further College Officer. The panel will be of mixed gender identity.
- The student may bring with them a member of the College community for support. This person is present to ensure the wellbeing of the person they are supporting. They must not be a witness in the investigation and are not there to contribute verbally unless requested by the chair.
- Students will receive a written outcome of the College Disciplinary Panel along with information about the appeals process (see below).
- In a case arising from the actions of a student in the University where the findings of the Disciplinary Panel may affect the student's standing in the University, the Disciplinary Panel may itself refer the case to the Senate Discipline Committee of Durham University.
- In the case of uncontested offences which the Principal believes are of such severity or nature that they should be immediately referred to Senate Discipline Committee, the College Disciplinary Panel need not convene and the referral can be made directly to Durham University.

### **Procedure for a College Disciplinary Panel**

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 panel.
2. The student shall speak next. Any person accompanying the student may speak only with the consent of the chair. The student may call witnesses, and any papers submitted may be brought to the attention of the panel.
3. The panel may call and seek evidence from any Fellow, Tutor, Officer, Scholar, Student or member of the staff of the College.
4. At the hearing, the student whose case is being heard and the Investigating 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 panel shall ask the student to outline any mitigating circumstances that they would like to be taken into account if a breach of College Rules is established and before a penalty is decided.

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

### **Possible Sanctions**

If the charges are upheld, the panel has the power to impose penalties reflecting the severity of the offence. Such penalties may include reprimands, fines, restrictions, exclusions from College (College events) or community service.

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: community service, a reprimand or suspension of privileges not exceeding one year, 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. A student may also be restricted from contacting a named person(s) through a No Contact Arrangement (NCA).

Supportive measures such as attending an appointment for counselling or medical treatment may also be recommended.



## **The College Disciplinary Review Committee (Appeals Committee)**

St Chad's College Disciplinary Review Committee is the final court of appeal in the College for matters relating to student discipline. Students who are accused of any offence always have the right to request that the matter be brought before the College Disciplinary Review Committee.

Students may appeal all minor disciplinary decisions made by common rooms or by College Officers to the Principal (or an alternative College Officer). Students may also appeal a decision by the Principal by asking that the matter be referred to the College Disciplinary Review 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 student, having received the outcome of the College Disciplinary Panel or other disciplinary procedure, has 14 days from receipt of the outcome to submit an appeal and may appeal on the following grounds:

- 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 are heard in the first instance by the Principal, who may refer the matter to the College Disciplinary Review Committee, but will try to resolve the matter through the College Disciplinary Procedure in the first instance.

The College Disciplinary Review Committee has the right to reduce, maintain or increase the sanction issued by a College Disciplinary Panel. Membership of the panel will include at least one non-student Governor of the College. Members of a College Disciplinary Panel are not able to sit on the Disciplinary Review Committee for the case same. Unless a conflict of interest is identified, the Principal or a non-student Governor will chair the College Disciplinary Review Committee.

A student may further appeal a decision of the College Disciplinary Review 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.

## **Damages Policy**

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. Disciplinary action will be taken against again believed to have been involved in such actions.

## **Alcohol**

The College Alcohol Policy which is available on the College webpages 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.



## College Regulations

### 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 which is available on the Official Documents page of the College website.



## **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 for the full duration of each academic 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 members of St Chad's need an academic gown to wear to occasions such as matriculation and formal dinners and occasional other College or University events. Gown purchase is arranged by your common room. Each year there are some second-hand gowns on offer and a number of donated gowns are available on long-term loan to students who cannot afford to purchase one.

## **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 parallels 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). Mature 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.

## **Dining Clubs and Closed Societies**

The College encourages the formation of open-membership clubs and societies and it explicitly discourages students from forming closed, exclusive groups of any kind.

It is College policy that all students in the College be eligible to join all clubs or societies that operate in the College's name. 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. Please also see the College's Code of Practice on Freedom of Speech which is available on the College website.

### **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. Please also see the College's Code of Practice on Freedom of Speech which is available on the College website.

### **Drugs**

No student of the College should 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, as elsewhere, is a criminal offence.

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; 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 may be subject to College disciplinary procedures irrespective of any penalty that may be imposed upon them in a court of law.

### **Freedom of expression**

As a recognised College of Durham University, St Chad's recognises that Freedom of Expression is a fundamental right, essential for upholding democracy, a free media, and political, artistic, and scientific development. Please also see the College's Code of Practice on Freedom of Expression which is available on the College website.

### **Dining Room Attire**

Everyone eating in the Mouldsdale Hall is expected to be appropriately dressed. Dressing gowns, swimwear, unclean sports kit, bedroom slippers or bare feet are not suitable in the dining-room.

### **College Policies**

The College's Governance Documents, Reports, Policies and Procedures available on the College webpages under Official Documents.

### **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.

### **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).

### **Parties and Events**

These are held at the discretion of the College Officers (Principal, Finance and Operations Director, Vice Principal), and if they include an external speaker, with the permission of 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 Finance and Operations Director should be consulted.

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

For insurance purposes, bonfire and fireworks parties are not permitted in College grounds.

### **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.



## Complaints

For complaints having to do with cleaning and maintenance, the first thing to do is to fill in a maintenance form online [HERE](#). 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 Finance and Operations Director and/or bring the matter up at an Exec & College Officer meeting. Urgent matters and any significant matter concerning Health and Safety ought to be referred to the Finance and Operations Director immediately.

### **Student Complaints Policy and Procedure**

Students wishing to making a complaint should refer to the St Chad's College Complaints Policy and Procedure [HERE](#). The Complaints Form for students is [HERE](#).

### **Complaints of Bullying and Harassment**

Students wishing to make a complaint against a member of staff of St Chad's College in respect of Harassment or Bullying should refer to the Policy and Procedure [HERE](#). The form for students to complete in relation to Harassment and Bullying is [HERE](#).

Questions relating to any aspect of this handbook should be directed, in the first instance, to the Vice Principal, Victoria Brown via email.

St Chad's College

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