

ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE



THE STUDENT HANDBOOK

GENERAL INFORMATION FOR JUNIOR MEMBERS

FIFTY SIXTH EDITION

OCTOBER 2023



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

The Student Handbook is an important source of information and advice for students, together with the Guide to Student Behaviour. These documents refer to the College Statutes and Standing Orders, both of which can be found on the College website ([www.joh.cam.ac.uk](http://www.joh.cam.ac.uk)) or consulted in hard copy in the College Library.

A lot of care, time and effort went into producing this handbook. If you have any recommendations for improving it, or corrections to suggest, please send them to [e.clark@joh.cam.ac.uk](mailto:e.clark@joh.cam.ac.uk).

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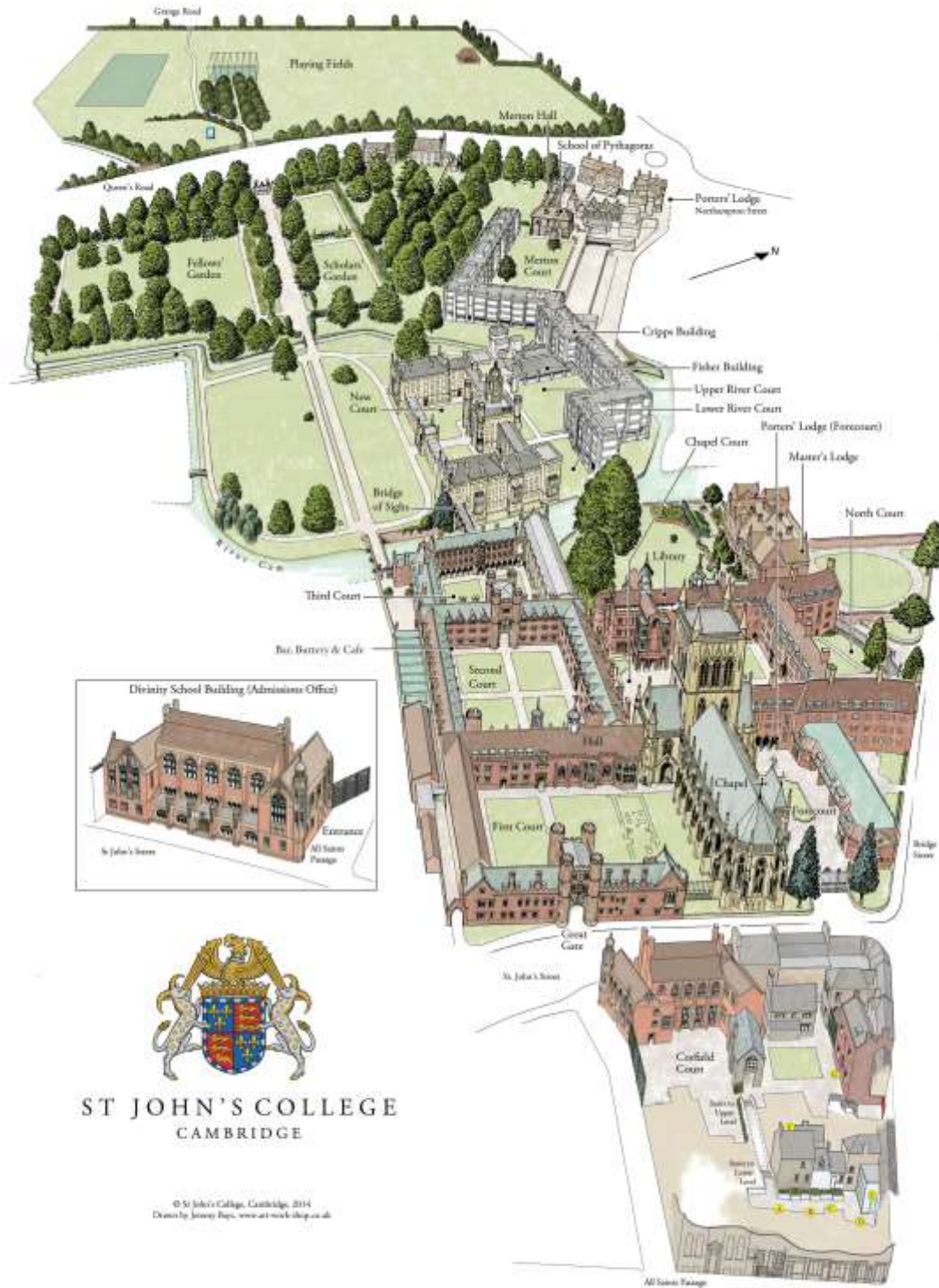
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# Chapter 1

## Map of the College



## Chapter 2

# College Administration

When calling from outside the University, all extensions must be dialled in full using 01223 followed by a sixth digit:

- Any extension beginning with 3 should have another 3 in front i.e. 3 (3XXX)
- Any extension beginning with 4 or 6 should have a 7 in front i.e. 7 (4XXXX) or 7 (6XXXX)

The complete College phone book and e-mail directory can be found on the website [www.joh.cam.ac.uk/internal-telephone-directory](http://www.joh.cam.ac.uk/internal-telephone-directory).

### The Master's and President's Offices

<b>The Master</b>	Mrs Hancock <a href="mailto:master@joh.cam.ac.uk">master@joh.cam.ac.uk</a>	
Assistant	Sarah Mansfield <a href="mailto:s.l.mansfield@joh.cam.ac.uk">s.l.mansfield@joh.cam.ac.uk</a>	F4 Chapel Court Tel: (7)67270
Secretary to the College Council	Catherine Jagger <a href="mailto:c.jagger@joh.cam.ac.uk">c.jagger@joh.cam.ac.uk</a>	F4 Chapel Court
<b>The President</b>	Dr Steve Edgley <a href="mailto:president@joh.cam.ac.uk">president@joh.cam.ac.uk</a>	E4 Second Court Tel. (3)38619
Assistant (Fellows' Dining & Events)	Kirsten Canavan <a href="mailto:k.l.canavan@joh.cam.ac.uk">k.l.canavan@joh.cam.ac.uk</a>	F5 Chapel Court Tel. (3)38686

<b>Dean of Discipline</b>	Dr Nick Friedman	E9a New Court
	<a href="mailto:dean@joh.cam.ac.uk">dean@joh.cam.ac.uk</a>	Tel. (3)38670

Assistant	Caroline Stafferton	F4 Chapel Court
	<a href="mailto:c.stafferton@joh.cam.ac.uk">c.stafferton@joh.cam.ac.uk</a>	Tel. (7) 38731

## The Education Department

The Senior Tutor has the overall responsibility for the educational needs and welfare of the students.

<b>Senior Tutor</b>	Mr Richard Partington	F8 Chapel Court
	<a href="mailto:senior.tutor@joh.cam.ac.uk">senior.tutor@joh.cam.ac.uk</a>	Tel. (3)38658

<b>Executive Assistant</b>	Jenni Prior	F9 Chapel Court
	<a href="mailto:j.prior@joh.cam.ac.uk">j.prior@joh.cam.ac.uk</a>	Tel. (3)38658

Senior Tutor's Administrator	Emma Clark	F9 Chapel Court
	<a href="mailto:e.clark@joh.cam.ac.uk">e.clark@joh.cam.ac.uk</a>	Tel. (7)61284

Scholarship Administrator	Katerina Marmara	F9 Chapel Court
	<a href="mailto:k.marmara@joh.cam.ac.uk">k.marmara@joh.cam.ac.uk</a>	Tel. (3)38789

## Academic Administrators

The Academic Administrators provide administrative support to the Directors of Studies and to Tutors.

Academic Administrator	Karen Morris	F3 Chapel Court Tel.
	<a href="mailto:k.morris@joh.cam.ac.uk">k.morris@joh.cam.ac.uk</a>	(7) 67942

Academic Administrator	Hayley Duignan	F3 Chapel Court Tel.
	<a href="mailto:h.duignan@joh.cam.ac.uk">h.duignan@joh.cam.ac.uk</a>	(3) 38732

Academic Administrator	Charlotte Whitaker	F3 Chapel Court
	<a href="mailto:c.whitaker@joh.cam.ac.uk">c.whitaker@joh.cam.ac.uk</a>	(3) 38713

Academic Administrator	Anouk Peigne	F3 Chapel Court
	<a href="mailto:a.peigne@joh.cam.ac.uk">a.peigne@joh.cam.ac.uk</a>	(3) 38684

## Student Services Office

<b>Student Services Manager</b>	Audrey Hewson <a href="mailto:a.r.hewson@joh.cam.ac.uk">a.r.hewson@joh.cam.ac.uk</a>	F2a Chapel Court Tel. (3)38656
Student Services Officer and Praelector's Secretary	Stephanie Kingsnorth <a href="mailto:studentservices@joh.cam.ac.uk">studentservices@joh.cam.ac.uk</a>	F2a Chapel Court Tel. (7)46959
Student Services Officer	Fay Page <a href="mailto:studentservices@joh.cam.ac.uk">studentservices@joh.cam.ac.uk</a>	F2a Chapel Court Tel. (7)37716
Student Services Officer	Krystal Matthews <a href="mailto:k.r.matthews@joh.cam.ac.uk">k.r.matthews@joh.cam.ac.uk</a>	F2a Chapel Court Tel. (7)46959

## Postgraduate Office

Tutor for Postgraduates	Dr Sylvana Tomaselli <a href="mailto:st240@cam.ac.uk">st240@cam.ac.uk</a>	F11 A & B Chapel Court. Tel. (3)38743
Postgraduate Administrator	Angela Mansfield <a href="mailto:graduate-office@joh.cam.ac.uk">graduate-office@joh.cam.ac.uk</a>	F7 Chapel Court Tel. (3)38612

## Health and Wellbeing Centre

<b>College Nurse</b>	Ruth Dean <a href="mailto:r.e.dean@joh.cam.ac.uk">r.e.dean@joh.cam.ac.uk</a>	B2 North Court Tel. (3)38664
<b>Health and Wellbeing Nurse</b>	Karen Miles <a href="mailto:k.miles@joh.cam.ac.uk">k.miles@joh.cam.ac.uk</a>	B2 North Court Tel. (7)47162
College Counsellor	Jennifer Cooper <a href="mailto:counsellor@joh.cam.ac.uk">counsellor@joh.cam.ac.uk</a>	B2 North Court Tel. (3)38664

## The Tutors

Senior Tutor	Mr Richard Partington <a href="mailto:senior.tutor@joh.cam.ac.uk">senior.tutor@joh.cam.ac.uk</a>	F8 Chapel Court Tel. (3)38658
Senior Tutor's Administrator	Emma Clark <a href="mailto:e.clark@joh.cam.ac.uk">e.clark@joh.cam.ac.uk</a>	F8 Chapel Court Tel. (7)61284
Tutor	Dr A Sferruzzi Perri <a href="mailto:ans48@cam.ac.uk">ans48@cam.ac.uk</a>	G7 Second Court Tel. (3)38753
Tutor	Dr N Arnold <a href="mailto:nsa12@cam.ac.uk">nsa12@cam.ac.uk</a>	I4 New Court Tel. (7)68192
Tutor	Prof G Evans <a href="mailto:gle24@cam.ac.uk">gle24@cam.ac.uk</a>	E6a Corfield Crt Tel. (3)30264
Tutor	Prof E Miska <a href="mailto:eam29@cam.ac.uk">eam29@cam.ac.uk</a>	E9b New Court Tel. (7)62764
Tutor	Prof M Atature <a href="mailto:ma424@cam.ac.uk">ma424@cam.ac.uk</a>	A6 New Court Tel. (7)65624
Tutor	Dr V Harvey <a href="mailto:v.harvey@cam.ac.uk">v.harvey@cam.ac.uk</a>	Old Divinity Tel, (3) 38685
Tutor	Dr D Stuart <a href="mailto:D.M.A.Stuart@damp.cam.ac.uk">D.M.A.Stuart@damp.cam.ac.uk</a>	M6 Second Court Tel. (7)66551
Tutor	Dr S Tomaselli <a href="mailto:st240@cam.ac.uk">st240@cam.ac.uk</a>	F11a Chapel Court Tel. (3)38646
Tutor	Dr B Simons <a href="mailto:bds10@joh.cam.ac.uk">bds10@joh.cam.ac.uk</a>	E5 First Court Tel. (3)38738
Tutor	Prof A Woods <a href="mailto:andy.woods@bpi.cam.ac.uk">andy.woods@bpi.cam.ac.uk</a>	B7 Cripps Tel. Tel. (3)38645
Tutor	Prof J Robinson <a href="mailto:jjr33@cam.ac.uk">jjr33@cam.ac.uk</a>	E6 Second Court Tel. (3) 38651
Tutor	Dr M Morrison-Helme <a href="mailto:mgm25@cam.ac.uk">mgm25@cam.ac.uk</a>	E9a New Court Tel. (7)60197



## The Praelector's Office

<b>The Praelector</b>	Professor G. Barker	F2a Chapel Court
	Stephanie Kingsnorth	
Secretary	<a href="mailto:praelectorsecretary@joh.cam.ac.uk">praelectorsecretary@joh.cam.ac.uk</a>	Tel. (7)46959

## Chapel and Choir Office

<b>Dean of Chapel</b>	The Rev'd Dr Mark Oakley <a href="mailto:mdo26@cam.ac.uk">mdo26@cam.ac.uk</a>	E5c New Court Tel. (3)38633
Chaplain	The Rev'd Andrew Hammond <a href="mailto:ach71@joh.ac.uk">ach71@joh.ac.uk</a>	K4 Second Court Tel. (3)38617
Choir Administrator	Caroline Marks <a href="mailto:c.f.marks@cam.ac.uk">c.f.marks@cam.ac.uk</a>	F2c Chapel Court Tel. (3)38718
College Music Administrator	Sophie Kirk <a href="mailto:s.a.n.kirk@joh.cam.ac.uk">s.a.n.kirk@joh.cam.ac.uk</a>	F2c Chapel Court Tel. (3)38617

## Bursary

Responsibility for the Colleges finances, investments and estates.

<b>Senior Bursar</b>	Mr CF Ewbank <a href="mailto:c.f.ewbank@joh.cam.ac.uk">c.f.ewbank@joh.cam.ac.uk</a>	1 New Court Tel. (3)38627
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## Finance Department

<b>Head of Finance</b>	Kate Harvey <a href="mailto:k.harvey@joh.cam.ac.uk">k.harvey@joh.cam.ac.uk</a>	F1 Chapel Court Tel. (3)38630
General Finance Enquiries	F1 Chapel Court <a href="mailto:finance@joh.cam.ac.uk">finance@joh.cam.ac.uk</a>	F1 Chapel Court Tel. (3)38735

## Library

Sub-Librarian	Kathryn McKee <a href="mailto:km10007@cam.ac.uk">km10007@cam.ac.uk</a>	Old Library Tel. (3)39393
General Enquiries & book renewals	<a href="mailto:library@joh.cam.ac.uk">library@joh.cam.ac.uk</a>	Chapel Court Tel. (3)38669
Academic Services Librarian	Janet Chow <a href="mailto:jc614@cam.ac.uk">jc614@cam.ac.uk</a>	Chapel Court Tel. (3)38662
Special Collections Enquiries	<a href="mailto:special.collections@joh.ac.uk">special.collections@joh.ac.uk</a>	Old Library Tel. (3)39393
Archivist	Dr Lynsey Darby <a href="mailto:archivist@joh.cam.ac.uk">archivist@joh.cam.ac.uk</a>	Archives Centre Tel. (3)38631

## Domestic Bursar's Office

Responsibility for Health & Safety, the College buildings, grounds, upkeep of accommodation, catering and conference arrangements, security, and IT.

<b>Domestic Bursar</b>	Alison Cox <a href="mailto:a.cox@joh.cam.ac.uk">a.cox@joh.cam.ac.uk</a>	F12a Chapel Court Tel. (7)68198
Secretary	Fiona Boston <a href="mailto:dbursar@joh.cam.ac.uk">dbursar@joh.cam.ac.uk</a>	F12b Chapel Court Tel. (3) 38688

## I.T. Department

<b>IT Director</b>	James Hargrave <a href="mailto:j.hargrave@joh.cam.ac.uk">j.hargrave@joh.cam.ac.uk</a>	Tel. (3)32954
IT Helpdesk	<a href="mailto:ITSupport@joh.cam.ac.uk">ITSupport@joh.cam.ac.uk</a>	Tel. (3)38751

## Housekeeping Department

Superintendent of Housekeeping	Joanne Smith <a href="mailto:j.smith@joh.cam.ac.uk">j.smith@joh.cam.ac.uk</a>	Forecourt Tel. (3)38702
Public Buildings Facilities Manager	Pawel Mankowski <a href="mailto:publicbuildingsfacilitiesmanager@joh.cam.ac.uk">publicbuildingsfacilitiesmanager@joh.cam.ac.uk</a>	Forecourt Tel. (3)33708
Residential Buildings Manager	Vanda Csernalovics <a href="mailto:residentialbuildingsmanager@joh.cam.ac.uk">residentialbuildingsmanager@joh.cam.ac.uk</a>	Forecourt Tel. (7)60184
General enquiries	<a href="mailto:housekeeping@joh.cam.ac.uk">housekeeping@joh.cam.ac.uk</a>	
Outside Properties Administrator, Group Hostels	Anna Bates <a href="mailto:grouphostels@joh.cam.ac.uk">grouphostels@joh.cam.ac.uk</a>	Forecourt Tel. (3)37708
Furnished Lets	<a href="mailto:furnishedlets@joh.cam.ac.uk">furnishedlets@joh.cam.ac.uk</a>	Forecourt Tel. (3)38785
Department Administrator	Chelsea May <a href="mailto:housekeeping@joh.cam.ac.uk">housekeeping@joh.cam.ac.uk</a>	Forecourt Tel (3)38701

## Catering & Conference Office

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

General enquiries	<a href="mailto:catering@joh.cam.ac.uk">catering@joh.cam.ac.uk</a>
Designated Premises Supervisor Catering and Hospitality Manager	Chris Pope <a href="mailto:c.pope@joh.cam.ac.uk">c.pope@joh.cam.ac.uk</a>

## Maintenance Department

Repairs to all building and services, including plumbing, gas and electrical fittings and decorations. Energy management and project works.

Head of Capital Projects	Tim Waters <a href="mailto:t.waters@joh.cam.ac.uk">t.waters@joh.cam.ac.uk</a>	Tel. (3)38773
Head of Maintenance	Tony Rose <a href="mailto:t.rose@joh.cam.ac.uk">t.rose@joh.cam.ac.uk</a>	Tel. (3)30887
Maintenance Administrator	Susan Moore <a href="mailto:maintenance-enquiries@joh.cam.ac.uk">maintenance-enquiries@joh.cam.ac.uk</a>	Tel. (3)38705

## Porters

Safety and security

<b>Head Porter</b>	Steve Poppitt <a href="mailto:s.poppitt@joh.cam.ac.uk">s.poppitt@joh.cam.ac.uk</a>	Main Gate Lodge Tel. (3)38608
	Main Gate Porters Lodge	Tel (3)38606
	Forecourt Porters Lodge	Tel (3)38671
	Cripps Porters Lodge	Tel (3)38729

## Accommodation & Bookings Office

<b>Accommodation &amp; Bookings Manager</b>	Gemma De-Grammont <a href="mailto:accommodation@joh.cam.ac.uk">accommodation@joh.cam.ac.uk</a>	Tel. (3)38717
Guest Rooms	Laura Jones <a href="mailto:guestrooms@joh.cam.ac.uk">guestrooms@joh.cam.ac.uk</a>	Tel. (3)38691
Public Rooms	Sally Sheppard <a href="mailto:publicrooms@joh.cam.ac.uk">publicrooms@joh.cam.ac.uk</a>	Tel. (3)38691

## Communications Office

**Head of Communications**

Jo Tynan  
[j.tynan@joh.cam.ac.uk](mailto:j.tynan@joh.cam.ac.uk)

F3 Chapel Court  
Tel. (7)68377

## Sports

**Sports Ground Administrator**

Katherine Ellis

Tel: 01223 357362

**Boat Club Manager**

Lance Badman

Tel: 01223 464009/ 07500 883699

## Development Office

General Enquiries

[development@joh.cam.ac.uk](mailto:development@joh.cam.ac.uk)

D1 Second Court  
Tel. (3)38700

## Gardens

**Head Gardener**

David Austrin  
[d.austrin@joh.cam.ac.uk](mailto:d.austrin@joh.cam.ac.uk)

Tel: (3)38771/(3)3877

# Chapter 3

## Academic Arrangements

### 3.1 The Centrality of Study

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

### 3.2 Tutors

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

Undergraduate students are required to see their Tutor at both the beginning and end of each term. Postgraduate students should call to see their Tutor at the beginning of their course. Thereafter MPhil students should see their Tutors at least once a term and other postgraduate students should see their Tutors as often as they need. Tutors are also available for consultation throughout the term to all their students, on matters academic, financial or personal. Students who become involved in disciplinary or legal proceedings of any kind may turn to their Tutor for advice and help. (For how to contact your Tutor in an emergency and also for other sources of advice and help in College, see the section on Welfare in Chapter 7.)

If a student has any concerns at all about their Tutor, they can refer those to the Senior Tutor and, if necessary, change Tutor.

### 3.3 Directors of Studies

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

### 3.4 Undergraduate Supervisions

Teaching of undergraduates within the College is based upon the supervision system. Supervision involves a teaching

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

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

Students should ensure that they attend every scheduled supervision. If there is a good reason why a student cannot attend a supervision they should contact their supervisor in advance to explain the situation. If a student fails to attend a supervision without advance warning or credible explanation, a warning letter will be sent by the Senior Tutor. Subsequent to this, if further supervisions are missed without advance warning or credible explanation, the cost of those supervisions will be applied to the student's College account, charged at the standard intercollegiate supervision payment rate

### **3.5 Resources for Students with Disability**

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

### **3.6 Timetable and University Student Handbook**

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

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

## **3.7 Communication between the College and Students**

### **3.7.1 Induction Briefing**

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

### **3.7.2 Modes of Communication**

There are various modes of communication within College. The College intranet will include important announcements, events and deadlines for students, so it is important that students check the website frequently. The intranet is accessed from the Login button on the home page of the College website. For urgent matters emails may be sent, or letters to pigeon-holes, so it is also important that you check your emails and pigeon-holes daily. A weekly bulletin with new, events and important notices is sent every Friday during Full Term and periodically at other times as required. Please remember to adhere strictly to any deadlines given in communications.

## **3.8 Changing Tripos**

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

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

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

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

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

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



### 3.9 Academic Progress

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

A student whose academic progress gives cause for concern to his or her Tutor, or Director of Studies or Course Director or Research Supervisor or other person having oversight of his or her academic work, will be asked to discuss the matter informally with the Tutor and those having academic supervision of the student's work. The hope will be that an explanation of the lack of progress can be found and that a practical plan for better work in the future can be agreed and implemented. This approach forms the first, informal stage in both the College's Academic Progress Policy (Standing Order C.3.4) and the College's Fitness to Study Policy (Standing Order J.9).

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

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

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

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

Occasionally a student does not study diligently, thus failing to make satisfactory academic progress, and informal discussions with their Tutor or Director of Studies or others having academic oversight of the student's work, combined

with warnings and advice, do not produce reasonable explanation or improvement. In the case of a postgraduate student, the College will support steps taken by the appropriate University institutions to address the situation. In the case of an undergraduate student, further steps are set out in the Academic Progress Policy and the Fitness to Study Policy referred to above, as appropriate to the individual circumstances. The aim of all such steps and measures is to motivate the student and to give him or her the best chance of getting back on track.

### **3.9.1 Persistent Failure to Study Diligently**

It is possible that an undergraduate student may not respond to the kinds of advice, support and other measures described above, still failing to work diligently and make satisfactory progress. If this occurs the matter may be treated by the College having consideration to all known facts and circumstances, as conduct contrary to the provisions of Statute XXXVII(1) and may be investigated under the disciplinary processes of the College. Subsequent processes, initiated by the Dean of Discipline, will be in accordance with Standing Order C.4.3 (Discipline).

Disciplinary proceedings may lead to severe sanctions, including: being deprived of the benefits of awards such as Scholarships, bursarial or other grant support; temporary or final expulsion from the College; and the removal of membership of the College.

## **3.10 Fourth Year Undergraduate and Postgraduate Courses**

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

### **3.10.1 Fourth Year Undergraduate Courses**

1. A fourth year of study for an undergraduate course will be permitted in cases where the course of study is that approved on admission as one of four years' duration. (See Section 3.10.2 below for rules specific to Natural Sciences and Engineering.)
2. In other cases a fourth year of study for an undergraduate course may be permitted provided that a result of at least Class 2i standard is attained at the time that a firm decision has to be made, i.e. at the end of the third year of study if the proposed fourth year is a one-year course; at the end of the second year of study if the proposed fourth year arises from beginning an agreed two-year course at the start of the third year of study; at the end of the first year of study if the proposed fourth year arises from beginning an agreed three-year course at the start of the second year of study. This Rule is further subject to Rule 3 below.
3. Except as provided for under Rule 1, a fourth year of study for an undergraduate course will not be permitted unless a result of at least Class 2ii standard is attained at the end of the third year of study. An undergraduate failing to comply with the Rule may have to graduate on the basis of a pass in a preliminary Examination, which counts as a pass in an Ordinary Examination.
4. For the purpose of Rule 1, admission to the course in Engineering shall be taken to include admission to the courses in Chemical Engineering, Electrical and Information Sciences, and Manufacturing Engineering, and admission to the course in Natural Sciences shall be taken to include admission to the course in Chemical Engineering. (See Section 3.10.2 below)

5. Rule 3 above shall not apply to Medicine or to the case of an AMES student who by reason of the course has not kept or been allowed nine terms by the end of the third year.
6. Any year spent abroad or any year of intermission shall not be counted for the purposes of these Rules.

### **3.10.2 Regulations for Natural Sciences, Mathematics and Engineering**

University regulations may also set minimum performances at certain stages in various courses which affect the possibility of continuing to a fourth year, e.g. at the end of the second year for admission to Part III (fourth year) courses in the Natural Sciences Tripos; at Part IB or Part IIA for admission to Part IIB of the Engineering Tripos.

Standards for entry to fourth year courses are prescribed by the relevant Faculty Boards. See the Colleges website for further details: [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk).

### **3.10.3 Postgraduate Courses other than Clinical Medicine and Veterinary Medicine**

Current undergraduates wishing to continue at St John's for such a postgraduate course must make a formal application to the University Postgraduate Admissions Office, the Faculty of Education or the Judge Business School (as appropriate) and be made an offer of a place on the course before their application can be considered by the College. Prospective Postgraduate students are encouraged to apply to the University as early as possible to help ensure that their application is processed and sent to St John's before the closing date of the annual Benefactors' Scholarships Competition on 1<sup>st</sup> March.

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

### **3.10.4 Clinical Medicine**

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

### **3.10.5 Veterinary Medicine**

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

## **3.11 College Chapel**

Our Chapel is one of the most recognisable buildings in Cambridge and is home to a lively, welcoming and inclusive community. You are always welcome, whatever your beliefs or background. The College clergy are the Dean of

Chapel and the Chaplain. The Dean of Chapel is the Rev'd Dr Mark Oakley. He has overall responsibility for the running of the Chapel.

The Chaplain is Andrew Hammond. Andrew works with the Dean of Chapel in organising and leading services. As well as his role in the spiritual life of the College, he is part of the Welfare Team for students (see Welfare in Chapter 7). Students can go and talk to him about anything which is causing anxiety or distress. At the beginning of each term we publish a card with a guide to what is happening in Chapel. It also includes information on chaplaincy provision for those of other faiths. We also have a page on the College website: <https://www.joh.cam.ac.uk/chapel-choir>

St John's College has a distinguished tradition of religious music and since the 1670s, has maintained a world-famous College Choir, whose main duty is singing the daily services (Tuesday to Sunday) in the College Chapel during the University Term <https://www.sjcchoir.co.uk> Another choir, called St John's Voices, sing the Choral Services on Monday <https://stjohnsvoices.org>

### **3.11.1 Services in Chapel**

Chapel services take place during University Full Term and for two weeks from Graduation Day. All members of College are welcome to attend, whatever your beliefs. These are Church of England Services and range from full-scale choral services to small intimate gatherings. Full details are here <https://www.joh.cam.ac.uk/chapel-choir>

The Chapel also holds a series of late-evening services, especially Compline (a short, sung night-time service in monastic style). The Chaplain offers hospitality after these.

A weekly service is webcast on [www.sjcchoir.co.uk](http://www.sjcchoir.co.uk)

There are also occasional special services, some of which may be broadcast by the BBC. These will be advertised well in advance and seats will be ticketed as the services are very popular.

### **3.11.2 Weddings, Baptisms and Confirmation**

The Chapel Office are always happy to discuss arranging weddings or marriage blessings with resident members. Those who have graduated no more than five years before are also eligible, in principle. Baptism (Christening) and Confirmation can also be offered. A large scale Confirmation and Baptism service is held each Easter Term; and for Baptism, if preferred, a time for a smaller scale occasion can usually be found. The Chaplain is your first point of contact for these.

## **3.12 Residence**

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

Residence requirements also apply to postgraduate students; the rules vary from course to course, but in general

it is necessary to keep three terms of residence (as described above) as well as to undertake the required Terms of study (nine for a PhD; three for an MPhil) in order to be awarded a Cambridge degree.

The length of residence has to be certified by each College to the University on behalf of each junior member at the end of every term.

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

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

Rules for postgraduate students beyond the minimum formal duration of their course are set out in Appendix I.

### **3.13 Term Dates**

The term dates for the academic years 2023-24 and 2024-25 are as follows:

	<b>Term/Full Term</b>	<b>Start</b>	<b>End</b>
<b>2023/2024</b>			
Michaelmas 2023	Term	1 October	19 December
	Full Term	3 October	1 December
Lent 2024	Term	5 January	24 March
	Full Term	16 January	15 March
Easter 2024	Term	17 April	25 June
	Full Term	23 April	14 June
<b>2024/2025</b>			
Michaelmas 2024	Term	1 October	19 December
	Full Term	8 October	6 December
Lent 2025	Term	5 January	25 March
	Full Term	21 January	21 March
Easter 2025	Term	17 April	25 June
	Full Term	29 April	20 June

### **3.14 Confirmation of Residence and Absences**

Undergraduates and Affiliated students of the College are expected to be in residence during Full Term and must be in residence at least 59 nights during Michaelmas Term as well as during Lent Term and at least 52 nights during Easter Term. As a consequence of this residential requirement, undergraduates and Affiliated students of the College who wish to spend a night away from College during Term, must inform their Tutor (an email is acceptable) of their intended absence.

Postgraduate students who plan to be absent from Cambridge for extended periods should, as a matter of courtesy and practicality, inform their Tutor or the Postgraduate Office.

### **3.15 Examinations**

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

### **3.16 Scholarships and Prizes**

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

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

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

Scholars may enjoy a number of benefits in addition to the Scholarship Prizes. This includes the dinner for Members of the Foundation and the privilege of reading grace at Dinner in Hall.

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

### **3.17 Student Complaints Procedure**

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

### **3.18 Taking Degrees**

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

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

Congregations are held regularly throughout the academic year between October and July, and closing dates are always four weeks before the Congregation. For more information please see [www.joh.cam.ac.uk/graduation-and-congregations](http://www.joh.cam.ac.uk/graduation-and-congregations).

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



# Chapter 4

## Accommodation

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

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

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

### 4.1 Rooms

#### 4.1.1 Allocation

All undergraduate accommodation is allocated by means of an on-line ballot system. Details can be found on the College website at <https://www.joh.cam.ac.uk/college-accommodation> Full instructions for the ballot are promulgated in good time towards the end of the academic year. Fourth year undergraduates and postgraduate students wishing to apply for College accommodation should notify the Accommodation and Bookings Office by returning the preference form that they will receive at this time. Where properties are occupied by a group of single students, all occupants are required to be resident members of St John's.

Student rooms in College and in hostels are let on a Licence furnished lets are let on Assured Shorthold Tenancy Agreements. These must be signed and any outstanding bills paid before the keys are issued.

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

#### 4.1.2 Room Charges

The room charge covers the room only. Every room has an individual charge related to size, the facilities in the room and the location in the College.

#### 4.1.3 Payment Terms

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

#### **4.1.4 Termly Rental Periods**

All undergraduates are on a Licence which allows full use of rooms from seven days before the start of Michaelmas Full Term (26 September 2023) until 22 June 2024. Junior Members may not return before this time unless they have formally requested permission to return early and the request has been approved. Postgraduates can occupy their rooms from their arrival to 31 August 2024.

For billing purposes rental periods are divided as follows:

##### **Undergraduates**

(Standard 9 month room license)

Michaelmas Term: 26<sup>th</sup> September – 25<sup>th</sup> December

Lent Term: 25<sup>th</sup> December – 24<sup>th</sup> March

Easter Term: 24<sup>th</sup> March – 22<sup>nd</sup> June

##### **Postgraduates**

(Standard 11 month room license)

Michaelmas Term: 1st October – 31st December

Lent Term: 31st December – 31st March

Easter Term: 31st March – 30<sup>th</sup> June

Long vacation: 30<sup>th</sup> June – 31st August

#### **4.1.5 Postgraduate Students Working Away**

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

- i they give three months' notice of vacating their rooms, and
- ii they remove all their belongings from the room (so the room may be let to another student).

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

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

If these arrangements cause financial difficulties, students should consult their Tutor.

#### **4.1.6 Permission to Reside During Long Vacation**

Undergraduates are not permitted to reside in College during the Long Vacation Period of Residence except for purposes

of study approved by the Senior Tutor. A notice will be sent to all undergraduates mid-Easter Term which will detail how to apply for permission to reside during the Long Vacation. For this period a fixed charge of £24.82 per night (excluding food) is charged. Unauthorised occupation is subject to the standard conference rate which more than three times the authorised rate. All daily rates are subject to annual change, therefore you are advised to check the current daily rates before making a request for accommodation outside of the license periods.

Undergraduates may not occupy College accommodation before the first day of the licence agreement (26 September 2023), nor continue to occupy accommodation after the last day of the licence agreement (22 June 2024).

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

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

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

#### **4.1.7 Removal of Belongings**

On vacating rooms at the end of Easter Term, they are to be left in a tidy condition with no personal belongings therein; where they are left in an unacceptable state, a charge will be made for any necessary cleaning or loss of income. The cost to remove items will be £50, if numerous large items are left the cost will be £50 per item. An additional cost of £24.82, the equivalent of one night's long vacation charge will also be added. If the issues are to do with cleaning and the College needs to call in an outside contractor, the cost will be higher, and will be passed on to the individual, or group. If a room is not left in a state such that it can be let a fine may be imposed by the Dean.

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

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

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

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

#### **4.1.8 Damage to Property**

Damage to and breakage of property, equipment or any other articles must be reported immediately and paid for by

the person or persons responsible. Such incidents may lead to disciplinary action being taken and/or termination of your license to occupy your College accommodation.

#### **4.1.9 Council Tax**

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

#### **4.1.10 Register of Electors**

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

#### **4.1.11 Television licences**

It is the junior member's responsibility to obtain a TV licence where required. This includes where use is made of any television receiver brought into College and when viewing a television programme on the internet online at the same time as it is being broadcast in the UK or the Channel Islands. It also includes the downloading or watching of BBC programmes on demand, including catch up TV on BBC iPlayer. A home licence does not provide cover and there is no College-wide cover. TV licensing authorities make checks on a regular basis and junior members will be personally liable for any fines imposed. Advice to junior members may be found from TV Licensing on their website: <https://www.tvlicensing.co.uk/>

#### **4.1.12 Insurance of Personal Belongings**

You are strongly advised to read the Endsleigh insurance policy and take out any extra adequate insurance required for specific possessions not covered in the policy. The policy will be uploaded to the internal pages of the College website early in the Michaelmas Term.

#### **4.1.13 Insurance Claims due to Misbehaviour**

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

## **4.2 Health and Safety in Accommodation**

### **4.2.1 General**

Students have to comply with all Health and Safety Regulations.

Full details are contained in Section 7 and in Appendix M.

### **4.2.2 Fire Detection Equipment**

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

### **4.2.3 Fire Drills and Alarm Testing**

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

### **4.2.4 Candles**

Candles, incense sticks and plugged in diffusers are not permitted in the College premises. If found, these will be removed and may be disposed of or donated to charity.

### **4.2.5 Fire Evacuation**

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

## **4.3 Security**

### **4.3.1 General**

By the very nature of its buildings, position and purpose, the College is a relatively open site. While the College takes

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

### 4.3.2 Alertness

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

### 4.3.3 Room Keys

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

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

## 4.4 College Gates

College gates are closed as follows:

1. **Great Gate:** at 22:00 nightly. From 18:00 entry and exit is through the Great Gate Porters' Lodge.
2. **Forecourt Porters' Lodge:** open 24 hours a day
3. **Cripps Porters' Lodge and all gates on the west side of the river (the Backs):**
  - i 20:00 from the start of the Michaelmas Term to the end of the Lent Term.
  - ii 20:00 from the start of the Easter Vacation to the start of the Easter Term.
  - iii 22:00 from the start of the Easter Term to the start of the Michaelmas Term.

Entry and exit is through the Cripps Porters' Lodge.

All gates are re-opened at 06:00 except the Great Gate which opens at 07:30 during the week and at 09:00 at the

weekends.

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

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

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

1. **Access to the College:** for those with College access cards, access is through the door to the right of the Cripps Lodge using the swipe card point outside the Porters' Lodge. Emergency call points to the Forecourt Porters' Lodge, with cctv coverage, are available to the side of this entrance from which the Forecourt Lodge Porter can allow access to the College if necessary.
2. **Assistance:** call points to the Forecourt Porters' Lodge are located by the door to the right of the Cripps Porters' Lodge and at B and E staircases Cripps. In addition, all junior members are advised to have the number of the Forecourt Porters' Lodge (01223 338671) on their mobile phones. This number should be used to ask for assistance or advice which will be rendered by the Porters on patrol.
3. **Lock-out keys:** any occupant of Cripps who requires a lock-out key should make their way to the Forecourt Porters' Lodge for assistance. A Porter will come and issue the lock-out key as soon as possible. There may inevitably be some delay, so occupants of Cripps are strongly advised to take precautions against locking themselves out of their rooms.
4. **Squash court and snooker keys:** access to the keys is not available after 22:30. Keys may be returned to a drop-box after that time and equipment should be retained and returned next morning.

#### 4.4.1 University Cards

A University Card will be issued on arrival. As it allows credit in the Buttery Dining Room, access to College facilities, library borrowing and serves as an identity card, it must be safeguarded and should be carried at all times and is non-transferable. A charge on £10 will be made for replacement cards. The card must only be used by the person issued. It must not be given to or used by any other person, as such misuse is a breach of College security.

Postgraduate students residing with spouses/partners in College or private accommodation may request a temporary Access Card for use by their partner. The temporary Card will provide access to College facilities, and acts as a proof of entitlement to enter College and the Buttery Dining Room. A charge on £10 will be made for replacement temporary cards.

#### 4.4.2 CCTV

CCTV cameras are used in the College to help to safeguard the security of people and property. Cameras are positioned to capture views of the car parking areas, the main entrance and strategic areas, as well as general views across the College. The live pictures are viewed, from time to time, by the Porters, in order to detect any suspicious activity.

Information derived from CCTV surveillance will only be used for security purposes, unless it leads to the discovery of an activity that no employer could reasonably be expected to ignore, for example, breaches of Health and Safety rules that put others at risk. You have the right of access to information about yourself held on CCTV footage in accordance with the College's Data Protection policy.

## **4.5 Utilities**

### **4.5.1 Heating**

Heating is programmed to come on at 07.00 and turn off at 22.00 7 days per week in all college rooms, however occupants are encouraged to help save energy and costs by keeping windows closed in cold weather and adjust the thermostatic radiator valves sensibly (where fitted).

### **4.5.2 Appliances**

Assistance in operating any of the appliances may be obtained from the office of the [Maintenance Department](#).

### **4.5.3 Gas Installations**

In accordance with the Gas Safe safety regulations all College owned gas appliances undergo an annual gas safety check. Copies of the certificates are available on request from the [Maintenance Department](#).

### **4.5.4 Electrical Appliances and Testing**

All portable electrical appliances must be manufactured to the appropriate British Standard and must pass the annual safety checks

### **4.5.5 Waste Water**

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

### **4.5.6 Lighting**

Suitable lighting is provided in all rooms. If a lamp fails it should be reported to the Maintenance Department by filling out a Maintenance request form on the Student Services Online section of the College Website. As far as possible, all lamps will be low-energy, long-life models.



#### **4.5.7 Telephones**

No telephone service is provided in student rooms in College or hostels. Students living in College can contact the porters in an emergency on 01223 338671 from their mobiles.

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

#### **4.6.1 Kitchens**

Limited kitchen facilities are provided for students accommodated in College and College Hostels. These facilities are intended for modest catering and should be used sensibly. Any additional electrical items should be tested and authorised by the maintenance department.

All cooking equipment must be kept in the kitchens provided. For hygiene and Health and Safety reasons, no cooking equipment may be used in student rooms.

A high standard of hygiene is required by the College and it is the responsibility of the occupant to keep the kitchen facilities clean and tidy. Barbecues are not permitted.

#### **4.6.2 Food Storage**

Refrigerators are provided by the College and it is the occupant's responsibility to keep them in a hygienic condition. The Bedmaking staff will defrost the appliances during the vacations. In communal areas, storage cupboards are provided and in some areas lockable facilities. The Bedmaking staff will deep clean all kitchens during the summer vacation. All food and kitchenware items must be stored in correct cupboards according to the room numbers, or have a note left with the items. This includes the fridges and freezers. Under the terms of the room licence, the College reserves the right to donate all other items to charity. Any cases of pilferage will be treated as theft and should be reported to the Head Porter.

#### **4.6.2 Communal Facilities & Bathroom, Toilet and Shower Areas**

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

Faults occurring with these facilities should be reported to the Maintenance Department directly by filling out a Maintenance request form on the Student Services Online section of the College website, Out of hours emergencies should be reported to the Cripps or Forecourt Porters' Lodges as appropriate.

#### **4.6.4 Decoration of Rooms / Damage to Furniture/ Inspections**

Damage or breakages to College property must be reported immediately and paid for by the person or persons responsible, allowing for fair wear and tear. Prior to departure/room changes, they must be cleared of belongings and rubbish. An inventory will be issued at the start of the occupancy and to avoid any dispute as to possible liability. Students must notify Accommodation and Bookings ([accommodation@joh.cam.ac.uk](mailto:accommodation@joh.cam.ac.uk)) of any significant damage within the first 14 days. If they do not notify Accommodation and Bookings then it will be deemed that they have accepted the property and contents as in satisfactory condition at the commencement of the licence.

Any defects in the rooms or its furnishings should be brought to the attention of Housekeeping immediately upon starting the tenancy. Pictures may not be hung from the walls except where a picture rail exists. Nothing must be affixed to the walls. The notice boards provided are the only area where posters/pictures/notes can be placed.

Many rooms have special screens/pin boards designed for the pinning of pictorial matter. Students will be liable for damage to walls and may receive a minimum fine of £50.

No posters, flags or notices of any description may be displayed in the windows of any College property.

#### **4.6.5 Repairs**

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

#### **4.6.6 Furniture**

Rooms are furnished to a reasonable standard. No additional large items of furniture are to be brought into College. If occupants wish to bring into College small items they should consult the Housekeeping Department before coming into residence. In the case of rugs, they should have a suitable slip proof backing. Any personal items must be removed at the end of the Easter Term as the rooms are used for other purposes during the long vacation period. It is also College policy not to allow furniture to be moved between or taken out of rooms.

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

#### **4.6.7 Cleaning**

College staff (historically known as Bedders) are responsible for the cleaning of College rooms and communal areas in hostels (but not hostel rooms). All communal areas are cleaned daily; this includes the kitchens and bathrooms in Cripps, excluding weekends and Bank Holidays. Rooms with kitchens and bathrooms in other college areas are cleaned once a fortnight, excluding weekends and Bank Holidays. All kitchens, both inside College and in Group Hostels, have been provided with cleaner / sanitizer for you to keep your areas clean between the Housekeeping visits.

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

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

#### **4.6.8 Guests in Junior Members' Rooms**

Undergraduates may accommodate a guest in their rooms on a Friday or Saturday night or, if the Guest Rooms are full, on other nights of the week. The host should inform the Housekeeping Department in advance of the intention to accommodate a guest and should ensure that extra work is not caused as a result. The total number of nights on which undergraduates may have a guest in their rooms is limited to eight per term. Outside these periods, the limit is one night per week. Breaches of this rule will be reported to the Dean.

Postgraduate students may occupy their rooms from 1st October to 31st August, and they may reasonably regard their room as their short-term home. They are reminded, however, that the primary purpose of College Postgraduate accommodation is to enable them to undertake their course of study and so certain rules must apply. In particular, students are reminded that the terms of their room licence state that rooms are intended for single occupancy and therefore long-term guests are not allowed.

Postgraduate students may accommodate a single short-term guest in their hostel room, but they must consider the impact of their guest on the other residents. In particular, they must ensure that the presence of their guest does not disrupt the smooth running of the hostel or affect the facilities available to the other residents. No guest may stay in a hostel for more than ten consecutive nights. Breaches of this rule will be reported to the Dean of Discipline.

Students are reminded that College does have accommodation for couples and that guest rooms are available. If any student has a need for accommodation for more than one guest, or for longer term guest accommodation they should contact the Domestic Bursar.

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

#### **4.6.9 Laundry Facilities**

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

## 4.6.10 Post/Mail Messages

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

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

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

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

## 4.7 Maintenance and Repair Regimes

### 4.7.1 Organisation

Maintenance and repair of the College property is undertaken by the College's Maintenance Department. There are a number of tradespeople on the staff of the College available for routine and emergency maintenance work. Some regular repair work is sub-contracted to outside companies (e.g. Fire detection systems, security systems), as is most periodic testing (e.g. portable appliance testing (PAT), water hygiene, lift and winch tests, lightning conductor tests, electrical fixed wire etc). Finally, specialist contractors may be brought in to assist with more major works, such as refurbishment of rooms, staircases and houses although the department normally undertakes the majority of this work.

All maintenance issues should be request by submitting a Maintenance Request Form, using the following link:  
<https://stjohnscollege.tabsfm.co.uk/Intranet/default.aspx>

## **4.7.2 Response Times and Planned Maintenance**

Response times for repairs at different levels of urgency are laid down in Appendix K.

## **4.7.3 Snow and Ice Clearance Policies**

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

## **4.8 Environmental Quality**

The College has a Sustainability Forum which includes representatives from the SBR and JCR. The Forum meets termly and suggestions from junior members should be made through the SBR or JCR representatives as appropriate.

### **4.8.1 Energy Management**

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

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

The efficiency of energy and water consumption together with environmental impact will be considered when purchasing equipment or evaluating proposals for new projects.

All staff and students are encouraged to make an active contribution to reduce consumption and environmental impact.

### **4.8.2 Refuse Collection/Recycling**

Recycling and Landfill facilities are provided for all students on the College site. Students are fully responsible for disposal of all food waste in their areas. Caddies and recyclable brown papers bags have been provided for this. City Council Food Waste Bins are also provided in the Bin Stores in College. The Bedmaker will remove both the Recycling and Landfill when they service your areas. Outside these visits, students are expected to do dispose of their own waste in the bin areas around the College Courts and in accordance with the Colleges environmental policy. Further information about the College's recycling and landfill facilities can be found at [www.joh.cam.ac.uk/recycling-points](http://www.joh.cam.ac.uk/recycling-points).

All College hostels are serviced by Cambridge City Council with recycling facilities. Specific food waste bins have been provided for each Hostel in the gardens, with their other waste bins. These require residents to be thorough in their segregation of recyclable waste, since 'contamination', such as placing food waste in paper/cardboard recycling will result in that waste not being taken away. It is also the resident's responsibility to take out, and put back, the relevant bins on the correct day for the City Council to collect. Please be mindful of your neighbours and ensure that the bins are put out and returned in a timely manner. All properties have a folder on the pin board in the communal kitchens / areas with the bin calendar included. This will be updated as and when required.

### **4.8.3 Clinical Waste**

Please contact the College Nurse for further details.

### **4.8.4 Travel**

The College has a Sustainable Travel Policy. In undertaking travel, students are strongly encouraged to adopt 'climate conscious travel' behaviours and choices. The full policy is available to read here: [College Sustainable Travel Policy](#)

## **4.9 College and Student Accommodation Relationship**

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

### **4.9.1 Charges for Accommodation**

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

### **4.9.2 Notice to Quit**

Three months' notice of intention to vacate College accommodation during the academic year is required. Note: Postgraduate students whose courses finish in June or July should check their leases carefully as they may need to give notice if they plan to leave before 31<sup>st</sup> August.

### **4.9.3 Complaints**

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

### **4.9.4 Access to Rooms**

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

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

#### **4.9.5 Students living in College accommodation during intermission**

1. It is generally assumed in the collegiate University that students who have intermitted because of illness or other grave cause, will intermit in their home away from Cambridge, which usually means with their family. For most students who are intermitting, home is the best environment for recovery.
2. However, students are permitted to intermit in the city of Cambridge, so long as they do not access the University or their College's academic or co-curricular provision.
3. Intermitting students are ineligible directly to access central University welfare support, and St John's College, similarly, does not ordinarily provide students with direct welfare support during intermission.
4. St John's College will, if College accommodation is available, provide students wishing to intermit in Cambridge with short-term accommodation (up to one month), while they find private accommodation in the city. This will be charged for at the appropriate rate.
5. Intermitting students may only remain in College accommodation if they do not disrupt the education or pose challenges to the welfare of other Cambridge students.
6. College accommodation will only be provided to intermitting students (other than in the short term) if students are:
  - i. Care-leavers, without a home outside College;
  - ii. Permanently estranged from their family, without a home outside College;
  - iii. In a position where their home environment is unsafe.

# Chapter 5

## Facilities

### 5.1 College Library

#### 5.1.1 Access and Borrowing

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

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

The Library is staffed 9.00am 5.00pm Monday to Friday. Items may be borrowed at any time, using the self-issue system.

#### 5.1.2 Seminar Room

The Library Seminar Room is on the mezzanine floor and is open 24 hours a day. It can be booked through the on-line College Rooms Booking System by members of the College for meetings, seminars and demonstrations. All members of the College can work in the room and, during staffed hours, make use of its audio-visual facilities. However, pre-booked meetings and classes always take precedence over anyone else working in the Seminar Room. The Seminar Room is not usually bookable in the run up to and during the main May/June Exam Period.

#### 5.1.3 Audio-Visual Room

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



### **5.1.4 Old Library and Archives**

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

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

The College's extensive collection of institutional archives is stored in the 12th century School of Pythagoras. The material housed within the building includes the records of the medieval Hospital of St John the Evangelist, the household accounts of Lady Margaret Beaufort and records relating to daily life within College from its foundation.

Those interested in finding out more about these collections should visit the Library website or contact the Sub-Librarian or Archivist.

### **5.1.5 General**

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

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

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

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

### **5.1.6 Copyright**

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

## 5.2 Common Rooms JCR and SBR

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

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

## 5.3 IT Facilities

### 5.3.1 Public Computers and Printers

There are 12 public computers available for students in the Library as well as some screens that you can plug your own laptops into. To login to the computers you need to use your University user id, known as your CRSid. Printing and scanning facilities are also available using the University Managed print service. Assistance is available from the IT Helpdesk.

### 5.3.2 IT Facilities and User Accounts

Before you come to College make sure you get your University login which is also known as Raven or sometimes as your CRSid. See the Getting Started guide for students at:

<https://help.uis.cam.ac.uk/new-starters/it-for-students/getting-started>

Once you are in Cambridge you are probably going to want to set up your devices like phones, tablets and laptops to work with Wi-Fi. To do this you need to use your Cambridge login with the “Eduroam” Wi-Fi network that you will see at St John’s and across the University. For instructions how to set this up see:

<https://help.uis.cam.ac.uk/service/wi-fi/device-instructions>

If you want to connect any other devices, such as smart speakers or wireless printers, these are unlikely to work on Eduroam and will instead need to be registered to connect to the St John's IoT network. We highly recommend you make a note of your MAC addresses for these devices, in order to register and connect your device when you arrive at the College.

If you would like to connect any wired devices to the network you can do this in most rooms. Please contact the IT Help Desk for further advice (please see contact details below)

You might also want to grab the free Microsoft Office apps for your tablet and laptop, see:

<https://help.uis.cam.ac.uk/service/collaboration/office365>

You can also get 5Tb of free Microsoft One Drive for Business Storage from:

<https://help.uis.cam.ac.uk/onedrive>

More information about IT services for students at Cambridge can be found at:

<https://help.uis.cam.ac.uk/new-starters/it-for-students/student-it-services>

If you get stuck then the College IT Helpdesk is the place to go, see the information below:

IT Help Desk

Contact Details

Email: [ITSupport@joh.cam.ac.uk](mailto:ITSupport@joh.cam.ac.uk)

Telephone: 01223 338751

Opening Times

We have support staff available Monday to Friday 0830 to 1630 (except for College closure dates and Bank Holidays).

Drop-In Help Desk in the Library

Open in the Library during Term time Monday to Friday between 1300 and 1500 (except for Bank Holidays). The drop-in Helpdesk is also open 1130-1500 from 2-20th October Monday to Friday.

If you require assistance outside of these hours, we now have a booking system that you can access to book an appointment with the Help Desk, you can access this by clicking on this link <https://calendly.com/computer-support-1>

More information can be found on the IT support website at <https://www.joh.cam.ac.uk/it-support>

Use of the laser printers in the computer rooms is subject to a charge of 3p per sheet printed. A colour printer in the Library is also available, printing is charged at 25p per page of A4 and 50p per page for A3. Charges are paid via the University's DS-Print facility. More information about DS-Print may be found at <https://help.uis.cam.ac.uk/service/printing>

### **5.3.3 Charges for Printing and Copying**

Printing and copying costs 3p per page for A4 black and white, 25p for colour. A3 is 6p per page for black and white and 50p for colour. You can find more information and top up your printing account at <https://help.uis.cam.ac.uk/service/printing>

### **5.3.4 Rules for the use of College IT Services**

Use of IT facilities is governed by the rules set out in Appendix H and available online at <https://www.joh.cam.ac.uk/rules>

### **5.3.5 Social Media**

The internet is a great place to connect with others, to be creative and to discover new things. However it is really important to protect your online reputation and carefully manage your digital footprints and think before you post. Content posted online can last forever and could be shared publicly by anyone. More information about e-safety can be obtained from the Communications office and found here [www.saferinternet.org.uk/advice-centre/young-people/resources-11-19s](http://www.saferinternet.org.uk/advice-centre/young-people/resources-11-19s)

## **5.4 Fitness Centre and Free Weights Room**

The Fitness Centre and the Free Weights Room are open to Fellows, A Fellow's spouse or partner, postgraduate students and their spouses or partners, undergraduates and College staff. The Fitness Centre is equipped with a range of cardiovascular and individual resistance equipment, and a multi-station resistance machine. Both the Fitness Centre and the Free Weights Room are located in the basement of the Cripps Building. Those wishing to use the Fitness Centre should complete an online induction and complete the College Commitment Statement (further details can be found on the College website) before membership and access to the facilities are provided. Those wishing to use the Free Weights Room will need to undertake an in-person induction with a qualified trainer. These induction sessions are organised at the start of each Term, and all College members will be notified so that they may book an induction if they wish. As well as the in-person induction, they will also need to complete the College's Commitment Statement before membership and access to the facilities are provided. Further details can be found on the College website <https://www.joh.cam.ac.uk/fitness-centre-and-free-weights-room>

### **5.4.1 Squash Courts**

Two squash courts are available. These can be booked for student use through the room booking system at [www.joh.cam.ac.uk/rbookings](http://www.joh.cam.ac.uk/rbookings). The courts are only to be used for squash unless prior permission has been gained from the Domestic Bursar [dbursar@joh.cam.ac.uk](mailto:dbursar@joh.cam.ac.uk).

### **5.4.2 Snooker Room**

The snooker room is in the basement of the Cripps Building, and can also be booked using the room booking system as above.

## **5.5 Guest Rooms**

### **5.5.1 Booking Procedure**

There are 9 guest rooms available in 9 Pound Hill, bookable not less than 24 hours in advance by resident members of the College through the Accommodation and Bookings Office [guestrooms@joh.cam.ac.uk](mailto:guestrooms@joh.cam.ac.uk).

These rooms are available for guests, and for the sole occupancy of each named guest. Four rooms are furnished for twin occupancy. A member of the College may book up to two guests for a maximum of three consecutive nights in a junior guest room. Normal charges will be levied if less than 24 hours' notice is given for a cancellation. Rooms are serviced each day. Breakfast is not provided on Sundays. All guest rooms must be vacated by 10:00 in the morning (unless there is already a confirmed booking for the following night). Children under 16 cannot be accommodated.

## 5.5.2 Junior Guest Room Charges (including breakfast)

from 1 October 2023

Single occupancy                      £63.45

Twin rooms, 2 occupants            £86.44

(Prices are inclusive of VAT)

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

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

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

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

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

## 5.6 Public Rooms

### 5.6.1 Definition

The public rooms of the College are defined as:

- (i) Fisher Building:
  - Castlereagh Room
  - Castlereagh Room Annexe
  - Palmerston Room
  - Boys Smith Room and Annex
  - Drawing Room
  
- (ii) The Old Divinity School:
  - Sir Arthur Quiller Couch Room
  - Lightfoot Room
  - Main Lecture Theatre
  - Central Hall
  - Teaching Room 1
  - Teaching Room 2
  
- (iii) Wordsworth Room
- (iv) Parsons Room
- (v) Old Music Room

These rooms may be booked for academic purposes through the Accommodation and Bookings Office using the College's Rooms Booking System ([www.joh.cam.ac.uk/rbookings](http://www.joh.cam.ac.uk/rbookings)). For use for non-academic purpose, see section 5.6.2. The Wordsworth Room, Parsons Room and Old Music Room are private dining or reception rooms and should be booked through the Catering Office.

### **5.6.2 Arrangements for Use by Junior Members**

1. Public rooms are an amenity primarily reserved for use by members of the College. They are available on all days of the week and are booked through the Accommodation and Bookings Office from whom forms stating the conditions of bookings may be obtained.
2. Societies and Junior members applying for use of the Palmerston Room and the Fisher Building Foyer should be aware of the preference enjoyed by the privileged bodies listed in Appendix L, as well as the prohibition on parties involving music or dancing in any of these venues on both the Friday and the Saturday of the same weekend.
3. Regulations regarding the use of public rooms are set out in Appendix L.
4. All public rooms, with the exception of certain usage, are free of charge for all members of the College. Details are set out in Appendix L.
5. The College's Code of Practice for meetings held on College premises is set out at Appendix L.

## **5.7 Miscellaneous Facilities and Booking Procedures: Art Room, Drawing Boards, Keyboards, New Music Room, Fisher Building, Old Divinity School and Punts**

### **5.7.1 Supervision Rooms**

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

- Boys Smith Room Annex
- Committee Room
- Drawing Room
- Castlereagh Annex
- All Saints Passage (Rooms 1 to 6)
- Library Seminar Room

## 5.7.2 Art Room

The Art Room (located in Fisher Building) is available to all Junior members to use as a creative space and can be accessed by using a University Card. Access may be limited in the event that the room is required for an Art Society or Architectural event.

## 5.7.3 Architectural Drawing Boards

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

## 5.7.4 Electronic Keyboards

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

## 5.7.5 New Music Room and Fisher Building Music Practice Rooms

There are four small practice rooms, a band room and one larger rehearsal space which can be booked by students. Should you wish to be added to the list of approved bookers, please contact the college Music Administrator ([s.a.n.kirk@joh.cam.ac.uk](mailto:s.a.n.kirk@joh.cam.ac.uk)) who will add you to the list. The New Music Room in First Court, and the four music practice rooms in the Fisher Building, are available for music practice by members of the College between 08:00 and 22:00 on any day, subject to the following conditions:

1. No individual may book the New Music Room for more than two hours on any day, without special permission from the College Music Administrator.
2. No food or drink may be taken into any of the rooms at any time, except bottled water.

3. The New Music Room may only be booked for musical use. Any other requests must be submitted to the College Music Administrator for approval.
4. During vacations the above arrangements shall continue to apply, except that the Catering and Conference Department may exceptionally suspend the availability of the Fisher Building practice rooms, or of the New Music Room, on occasions when conference activities in the Fisher Building Foyer or the Old Music Room would be disturbed by their continued use. At least seven days' notice of any such suspension shall be given.

Any comments on the condition of, or request to move the pianos, should be forwarded to the college Music Administrator ([s.a.n.kirk@joh.cam.ac.uk](mailto:s.a.n.kirk@joh.cam.ac.uk)).

The Band Room in Cripps Basement is booked in the same way as the other music rooms. Those requiring access to any equipment will need to book the cupboard using the online system and await authorisation. This will need to be done a few days in advance.

### **5.7.6 Fisher Building Rooms and the Old Divinity School**

Details of the other activities provided for in the Fisher Building e.g. computer room, badminton and films, can be obtained from the Accommodation and Bookings Office [publicrooms@joh.cam.ac.uk](mailto:publicrooms@joh.cam.ac.uk).

### **5.7.7 Old Divinity School**

#### **Rooms**

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

#### **Piano**

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

### **5.7.8 Punts**

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



### **5.7.9 Arrangements for Access to the Chapel Tower**

The College allows junior members to have access to the Chapel Tower. The porters have the authority to refuse junior members access to the Tower if they have reasonable cause to believe that individuals are not complying or will fail to comply with the health and safety risk assessment for the Chapel Tower. Conditions for access to the Chapel Tower are detailed below:

- i. The key is available from the Forecourt Porters Lodge and must be signed for.
- ii. The party lead must read and agree to adhere to the conditions set out in the visitor health and safety briefing sheet which they will also be required to sign.
- iii. No one is allowed up the Tower on their own.
- iv. No access to the Tower is allowed approaching dusk or after dark.
- v. No access is allowed during hazardous weather conditions e.g. high winds, rain, ice, snow etc
- vi No admittance is allowed when a Chapel service is in progress.
- vii Access is permitted for a maximum of 30 minutes.
- viii. No smoking is allowed inside the Tower or on the roof.
- ix No food or alcoholic drink is to be consumed.
- x One adult is to be at the front and rear of any group which includes children (no under 10s).
- xi A maximum number of 8 people are allowed at any one time.
- xii. It is strongly recommended that the Tower stairs are not to be attempted if any visitor has any mobility issues, vertigo, claustrophobia, breathing difficulties, high blood pressure or a heart condition.
- xiii. Suitable footwear only due to the uneven surfaces i.e. no high heels or flip flops.

# Chapter 6

## Catering Services

### 6.1 Buttery, Bar and Café

The Buttery is located on second court (K Staircase). The meal times are as follows:

<b>Breakfast</b>	8:00 to 10:00 (Wednesday)
<b>Lunch</b>	11:30 to 13:30 (11:00 - 14:00 Saturday Brunch in term)
<b>Dinner</b>	18:00 to 20:00 (to 19:00 out of term)

The Café is located on second court (M Staircase). During term, the opening hours are:

**Monday to Friday:** 8:00 to 16:30

**Saturday & Sunday:** 8:30: 14:30

Up to two personal guests are welcome if accompanied by the cardholder. The University card is required at all times as identity for using the Buttery.

The College Bar is located on second court (K staircase). The opening times are as follow:

**Monday - Thursday** 16:30 to 23.00

**Friday** 16:30 to midnight

**Saturday** 12:00 to 23:00

**Sunday** 12:00 to 22:30

Opening Hours differ out of term time. During the long vacation, the bar closes at 21:30 on most nights. No alcohol is to be brought into the Bar from outside. See also Appendix O - Code of Conduct for the College Bar.

### 6.2 University Card

The University Card will provide access to College facilities, and acts as a proof of identity to enter College and the Buttery Dining Room. Postgraduate students residing with spouses/partners in College or private accommodation may be issued with a temporary card for their spouse/ partner on application to the Postgraduate Administrator. Children of Fellows and Postgraduates are welcome in the Buttery Dining Room.

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

## 6.3 College Hall

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

### 6.3.1 Guests in Hall

Up to two personal guests are welcome when accompanied by a host who will be held responsible for their good behaviour. On application to the Dean of Discipline, permission for up to four guests may be granted. This can be done by completing a form which can be found on the College website <https://www.joh.cam.ac.uk/student-services> and emailing it to the Dean of Discipline [dean@joh.cam.ac.uk](mailto:dean@joh.cam.ac.uk)

Hosts are required to check their guest in on arrival in Hall with their University card. No one under 16 years of age can attend Hall.

### 6.3.2 Booking System

Bookings for Hall can be made via U-Pay [www.upay.co.uk](http://www.upay.co.uk). Students wishing to bring additional guests to Hall must seek prior approval from the Dean <https://www.joh.cam.ac.uk/dean-discipline> Once approved, the form must be brought to the Catering Office to purchase extra tickets, dependent upon Hall availability.

St Johns College Society events can also be booked via U-Pay, please note that bookings and cancellations for St John's College Society events close three working days before an event.

There is a cancellation function on U-Pay, cancellations must be made by the cancellation deadline. Cancellation deadlines for Hall are before 09:00 the day before an event. For Sunday bookings, 09:00 on the Friday before. Refunds will NOT be given after the cancellation deadlines.

## 6.4 Food Allergies and Dietary Requirements

### Food Allergies

Anyone with an allergy should inform the Catering and Hospitality Manager and the College Nurse before coming into residence. All diners who have a food allergy should inform the serving staff each time they dine in Hall, the Buttery, the Café or in other dining rooms. The College has a Food Allergy Policy. The Catering Department has a legal responsibility to identify and highlight where food it serves contains any of the 14 Allergens specified in the EU Food Information for Consumers Regulation No. 1169/2011 and make this information available to diners.

### Dietary Requirements

We endeavour to cater for other specific dietary requests when informed reasonably in advance and where this is practical and financially viable for the event the request is made for.

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

### **Vegetarian and Vegan food**

We provide daily vegan and vegetarian options in the Buttery, at College Dinners and Formal Hall.

### **Religious Diets.**

When requested in advance we will cater for religious requirements at College Dinners, however where this is cost prohibitive we will work with individuals to agree a suitable and acceptable way forward.

### **Halal food**

The Buttery serves Halal meat at 5 meals a week. We label these items on the menu with an 'H'. This is so that customers can make an informed choice.

We only purchase Halal meat that is stunned before slaughter. We provide meat products that are acceptable under Islamic Dietary Law.

### **Kosher Food**

The kitchen at St John's is not equipped to prepare food according to the Jewish kosher dietary laws. As such we do not serve kosher food in the Buttery, Bar or Café.

At Formal College dinners that you are invited to, the College will provide a three course kosher meal bought in from [Hermolis](#). Please specify this requirement when you respond to your invitation.

For Formal Hall and private dinners we can obtain meals produced by Hermolis to meet your requirements. You will be asked to meet the additional cost of these meals. We are always happy to meet and discuss what provision we are able to provide.

## **6.5 Own Food**

It is not permitted to bring in your own food to consume in Hall, the Bar, the Buttery or any other Dining Room within the College without written agreement from the Catering and Hospitality manager.

## **6.6 Purchases**

Debit cards and University Cards may be used for alcoholic and other purchases.

## **6.7 Guests**

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

## **6.8 Lost Property**

Any items found in College should be handed into one of the Porters' Lodges. Enquiries about lost property should be directed to the porters or the staff responsible for the venue or event at which the item was lost. The College will take all reasonable steps to locate the owner of any property found. However, if after one month no owner has been identified, the property will be donated to charity, if appropriate, or disposed of.

# Chapter 7

## Health and Welfare

### 7.1 General

Your health and wellbeing is very important to the College whilst you are studying and living here. To that end you have access to health and wellbeing staff throughout the year. This service is provided by the staff of the College Health and Wellbeing Centre. They provide confidential health care, advice and information on medical or personal problems, as well as counselling and general welfare support to the entire St John's community (Fellows, students and staff).

The Health & Wellbeing Centre is located in B2 North.

Health related advice is available online at [www.studentwellbeing.admin.cam.ac.uk](http://www.studentwellbeing.admin.cam.ac.uk).

#### 7.1.1 College Nurses

There are two College nurses and they are available all year round, Monday to Friday, except when the College is closed (August Bank Holiday weekend and the Christmas period between Christmas Eve and January 1<sup>st</sup> inclusive) and during periods of annual leave. To contact either nurse in person please use the details below:

Ruth Dean, College Nurse / Head of Health & Wellbeing Centre, Tel (01223) 338664 or email [r.e.dean@joh.cam.ac.uk](mailto:r.e.dean@joh.cam.ac.uk)

Karen Miles, Health & Wellbeing Nurse, Tel (01223) 347162 or email [k.miles@joh.cam.ac.uk](mailto:k.miles@joh.cam.ac.uk)

Clinic is open Monday - Friday inclusive throughout full term with appointments and further information and opening times available via Moodle using your Raven log-in. Students can book a range of slots depending on clinical need. Either Nurse can assist in making arrangements to see local Doctors, Dentists Physiotherapists, the University Counselling Service and other agencies.

The College Nurse is also the College's Disability Liaison Officer and works closely with the Accessibility and Disability Resource Centre offering support and assistance for students. If you have a diagnosed disability, please contact the College Nurse directly upon your arrival in College and see item 7.1.4.

#### 7.1.2 Contacting Medical Help

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

**General Practitioners (Doctors)** Visit your GP for medical advice, examinations or illness/injury that may require a prescription or treatment. GP surgeries are usually open Monday-Friday 08:30-18:00. See 7.1.3 below for more information.

For urgent health support and information out of hours call the NHS 111 (available from 18:00-08:30, at weekends and on public holidays when your GP surgery is closed). Choosing option 1 for physical issues and option 2 for mental health advice and treatment which will not wait until your GP surgery is open.

**Local pharmacists** are able to advise on treating common illnesses. The closest to College are Superdrug and Boots. Sainsburys also stocks a supply of over the counter medicines and first aid supplies.

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

The emergency services (fire, police and ambulance) can be contacted by calling 999. Only call 999 in an emergency, ensuring you are with the casualty can give guidance to the call handler as to your whereabouts

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

In the event of serious injury or illness a taxi may be used to take a student to the A&E Department at Addenbrookes Hospital or to their registered GP if appropriate, under the authorisation of either Nurse. Students can claim back costs for up to two taxi trips for such emergency situations. No further costs will be covered as standard. If a student has further need for taxis and feels they need financial support they can make a hardship application. To apply for College hardship support, you should download the application form from the Student Services section of the intranet [www.joh.cam.ac.uk/student-services](http://www.joh.cam.ac.uk/student-services)

### **7.1.3 Registration with a GP**

Students are required to register with a General Practitioner in Cambridge. Students are free to choose any GP practice and either Nurse is able to give information and advice about this. Students must register themselves with a local GP during the first week of term and advise Student Services via email which practice they have registered at. This information is held on the Student's electronic records in case of an emergency. New postgraduate students are asked to register themselves with a local GP practice as soon after arrival in Cambridge as possible. To find health and dental services closest to you please consult the NHS choices website: [www.nhs.uk/service-search](http://www.nhs.uk/service-search)

### **7.1.4 Accessibility and Disability Resource Centre**

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

The College will cover 50% of the cost of a disability assessment for any student who requires an assessment for a suspected Specific Learning Difficulty – such as dyslexia or dyspraxia. If you have good reason to believe you might have such a disability, please contact your Tutor to discuss accessing an assessment. In cases of significant hardship, the College will cover 100% of the cost. If you cannot afford to pay 50% of the assessment fee yourself because your financial situation precludes this, you may discuss this with Tutor. If you wish to apply for College hardship support, you can do so by downloading the application form from the Student Services section of the intranet [www.joh.cam.ac.uk/student-services](http://www.joh.cam.ac.uk/student-services) All grants made in respect of disability assessment are regarded by the College as over and above any hardship need you might otherwise have. The Centre's website can be found at [www.disability.admin.cam.ac.uk](http://www.disability.admin.cam.ac.uk) and they can be contacted on 01223 332301 or via email [disability@admin.cam.ac.uk](mailto:disability@admin.cam.ac.uk)

### **7.1.5 Dental Services**

Details on NHS and private dentists and orthodontics in the area can be found via [www.nhs.uk/service-search](http://www.nhs.uk/service-search). As stated above, there is a national shortage of dentists able to take on new NHS patients. Please ensure you maintain ties with your current dentist, if you have one. Keep all appointments so that there can be no reason for you to be de-registered. If you are an overseas student, please get in touch with the nurses for advice about how to get treatment should you need it. If you have private health insurance this may cover dental costs, please check your policy.

### **7.1.6 Personal Health Insurance**

Students are advised to research and consider taking out adequate personal health insurance. This is particularly important for those participating in sport as physiotherapy treatment, for example, can be difficult to obtain under the NHS.

### **7.1.7 Contraception and Sexual Infections**

Confidential advice, practical help and counselling on birth control, sexually transmitted infections, menstruation, sexuality, sex education and related matters are freely available from the either Nurse, your GP or from a sexual health clinic such as the Lime Tree Clinic. Tel 0300 300 3030 Website: [www.icash.nhs.uk/where-to-go/icash-cambridgeshire](http://www.icash.nhs.uk/where-to-go/icash-cambridgeshire)

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



## 7.1.8 Drugs and Alcohol

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

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

### Class A

These include cocaine, crack, ecstasy, heroin, LSD, methadone, methamphetamine (crystal meth), fresh and prepared magic mushrooms.

### Class B:

These include amphetamine (not methamphetamine), barbiturates, codeine, ketamine, synthetic cannabinoids such as Spice and cannabis (medicinal cannabis is now legal in the UK and can be prescribed by specialist doctors). All cathinone derivatives, including mephedrone, methylone, methedrone and MDPV were brought under control as Class B substances in 2010.

### Class C:

These include anabolic steroids, minor tranquilisers or benzodiazepines, GBL, khat and BZP .

Class A drugs are treated by the law as the most dangerous. Offences under the Misuse of Drugs Act can include:

- Possession of a controlled drug
- Possession with intent to supply another person
- Production, cultivation or manufacture of controlled drugs
- Supplying another person with a controlled drug
- Offering to supply another person with a controlled drug
- Import or export of controlled drug
- Allowing premises you occupy or manage to be used for the consumption of certain controlled drugs (smoking of cannabis or opium but not use of other controlled drugs) or supply or production of any controlled drug.
- Certain controlled drugs such as amphetamines, barbiturates, methadone, minor tranquillisers and occasionally heroin can be obtained through a legitimate doctor's prescription. In such cases their possession is not illegal.

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

The College regards the unlawful possession or unlawful supply of any of drug as a very serious matter, which will not be tolerated. Students involved in such activity may be liable not only to penalties imposed by the Courts, but also removal, temporary or permanent, from the College. This applies particularly to any student found to be in possession of any Class A drug or dealing in any other classes of drug.

If the College has reasonable grounds to suspect that students are in possession of Class A drugs or dealing in any drug then the

police will be informed. The College will fully co-operate with the police in any investigation. Although the Colleges disciplinary process would normally start after any criminal investigation had ended, it may be appropriate for the College to take interim measures before then.

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

The College will offer all possible support to any student who thinks they may have a problem with drug misuse. The student's GP, College Nurse, Tutor, Chaplain, can all provide assistance.. Any student concerned about another students drug taking should encourage them to seek advice or help. Any student concerned about illegal drug use in College can discuss the situation with the College Nurse or their Tutor and should report the matter to their Tutor, the Senior Tutor or the Head Porter.

Useful links:

Alcoholics Anonymous: <https://www.alcoholics-anonymous.org.uk/AA-Meetings/Find-a-Meeting/cambridge>

Drugwise: <https://www.drugwise.org.uk/>

Talk to Frank <https://www.talktofrank.com/contact-frank>

### 7.1.9 Meningitis

Meningitis is the inflammation of the meninges, the lining surrounding the brain. The organisms that cause meningitis are very common and live naturally in the back of the nose and throat. They are spread between people by coughing, sneezing and intimate kissing. Meningitis is particularly prevalent amongst infants and university students. It is thought that students are more at risk because they live and work together in close contact and sometimes have poor sleep hygiene which runs down their immune systems. Whilst many students have been vaccinated against meningitis, this is not a mandatory requirement of attending University. All students should still be aware of signs and symptoms as the vaccine does not give complete protection.

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

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

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

1. Do not wait for all symptoms to appear. Contact a GP/ Doctor or College Nurse on duty immediately or out of hours call NHS 111. The Porters will be able to help you.
2. Explain why you are concerned describing the symptoms carefully. Ask for advice, be prepared to insist and ask if it could be meningitis.
3. If onsite help is not available and you are still concerned go immediately to the Accident and Emergency Department

or call for an ambulance via 999. Delay could be fatal.

4. If someone is ill and getting worse, even if they have already had medical attention, seek medical attention again. Their condition can worsen rapidly.

### **7.1.10 Sports Injuries**

If you are injured playing sport, stop immediately and treat the injury. Do not attempt to play through the pain. Consult a first aider, one of the College nurses or your GP. All sports teams must have two qualified first aiders at the start of Michaelmas Term. All the sports ground staff are first aid trained and have access to ice packs and a large first aid kit. The nurses do not work at the weekend but the porters have access to ice packs and basic dressings and crutches.

If the injury appears to be serious, students are advised to go directly to the Accident and Emergency Department at Addenbrookes Hospital. No appointment is needed, and the service is available 24 hours a day. Should you be unable to make your own way to the A&E department, please speak to the Porters at Forecourt and they will discuss if a taxi is needed to convey you. Students can claim back costs for up to two taxi trips for such emergency situations. No further costs will be covered as standard. If a student has further need for taxis and feels they need financial support they can make a hardship application. To apply for College hardship support, you should download the application form from the Student Services section of the intranet [www.joh.cam.ac.uk/student-services](http://www.joh.cam.ac.uk/student-services)

All sports injuries occurring anywhere on College property must be reported to either Nurse via the casualty or a member of staff if one was present. This will ensure that you receive the most appropriate follow up should you need any.

All students are allowed to bring a maximum of three guests to use the facilities and the students bringing the guest must be present at all times.

### **7.1.11 Visual Display Equipment**

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

1. Adjust your chair and screen to find the most comfortable position for you to work. As a broad guide, your upper arms should be vertical and your forearms should be approximately horizontal. Your eyes should be at the same height as the top of the screen casing.
2. Make sure that there is enough space underneath your desk to move your legs freely. Move any obstacles such as boxes or equipment.
3. Avoid excess pressure on the backs of the legs and knees. Your feet should rest comfortably on the floor. A footrest, particularly for smaller users, may be helpful.
4. Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeat stretching movements. Take frequent breaks from screen work.
5. Adjust your keyboard and screen to get a good keying and viewing angle. A space in front of the keyboard is sometimes helpful for resting the hands and wrists while not keying.

6. Don't bend your hands up or down at the wrist when keying. Try to keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.
7. Make sure that you have enough work space to take whatever documents you need. A document holder may help you to avoid frequent up and down neck movements and frequent refocusing of the eyes.
8. Try different layouts of keyboard, screen and document holder to find the best arrangement for you.
9. Arrange your desk and screen so that bright lights are not reflected in the screen. You should not be directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
10. Make sure the characters on your screen are sharply focused and can be read easily. They should not flicker or move.
11. Make sure that there are no layers of dirt, grime or finger marks on the screen.
12. Use the brightness control on the screen to suit the lighting conditions in the room.

If you have problems that you think may be connected with screen work you are urged to seek advice. Health matters should be referred to the either Nurse or to your Doctor.

## **7.2 Welfare**

### **7.2.1 Tutorial Support**

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

## 7.2.2 The Chaplain

The Chaplain, Andrew Hammond is available to students throughout the year; this is not restricted to term-time. Students can either visit Andrew in his room (K4 Second Court) or email ahead ([ach71@cam.ac.uk](mailto:ach71@cam.ac.uk)). Andrew responds to emails very quickly.

The Chaplain's approach is to be supremely available and to offer confidential advice on any personal matter to any student (no subject is off limits). Andrew is not a mental health professional but has long experience in talking to people about their inner lives.

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## 7.2.3 Counselling

The University Counselling Service is available to all student members of the University and is free and confidential. Please speak to one of the nurses in the first instance and they can refer you to the most appropriate service. Information regarding the services provided by the UCS can be found on the website <https://www.counselling.cam.ac.uk> The UCS also has a wealth of further information on a wider range of conditions available via downloadable leaflets and there is advice about all the workshops they run each term. The workshops do tend to get booked very quickly so do book early if you are interested in any.

St John's does have access to our own counsellor, Jennifer Cooper, who is able to help with personal or work related problems or if you are feeling unhappy, anxious or depressed. You can speak to one of the nurses to discuss a referral.

## 7.2.4 Other College Support

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

## 7.2.5 Accidents: General, Procedure, Reporting

1. **General:** Everybody has a duty to take reasonable care for their own health and safety and to ensure that their actions/behaviour do not create dangers for others.
2. **Procedure:** In the event of an accident it is essential that the injured person receives attention by a doctor, a trained nurse or a first aider as soon as possible.
  - (i) If emergency medical aid is needed urgently, telephone for an ambulance by dialling 999 (1-999 from a College telephone extension).
  - (ii) Give the ambulance staff details of what has happened and how many people have been injured. Tell the ambulance staff exactly where to come and arrange for someone to be there to meet the ambulance. The ambulance service now uses the what3words app to help locate casualties who may be slightly off grid (sports field) and is particularly useful if you are unfamiliar with the area. It is a good idea to have this app on your phone.

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

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

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

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

### 7.2.6 PREVENT Guidance

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

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

Experimenting with political, religious and philosophical ideas will naturally be a part of the University experience for many students and are not generally negative. However, when these thoughts are so far from the norm than an individual begins to see violence as a legitimate means to achieve political, religious or philosophical ends, then we are obliged to intervene.

Radicalisation can take place face-to-face, online, or there have been cases where individuals radicalise themselves. Whilst there is very low risk, a small number of students may be vulnerable to a range of radicalising causes, including religious radicalisation, far-right politics or animal rights extremism.

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

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

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

What should you do if you have a concern?

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

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

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

1. Raise your concerns with someone in authority, this could be your Tutor, the Senior Tutor, the Chaplain, one of the College Nurses, a Porter or the Senior Tutor of the student's College or the University PREVENT Contact ([prevent@admin.cam.ac.uk](mailto:prevent@admin.cam.ac.uk) or 01223 332323), outlining the circumstances.
2. The person you have shared your concerns with will then consider these circumstances. They may consider gathering further information or insight from College or University staff to contextualise the information.
3. If appropriate, this person will then share the information and liaise informally together and, if necessary, will liaise with the police and/or the Department for Education Regional Coordinator (without naming the individual unless appropriate), for advice or further contextual information.
4. On the rare occasion, where severity of concern warrants it, the individual may be referred to external sources of support through the relevant channels.
5. Alternatively, a local package of support may be delivered via the College, in line with its policies on welfare support and safeguarding.
6. If further investigation suggests that concerns are unfounded, no further action will be taken.
7. In all instances, whether action is taken or not, the College PREVENT Lead will be informed of the name of the individual and the facts of action taken (or not taken) to allow for confidential recording.

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

## 7.2.7 Student Visas

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

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

The University's International Student Office (<https://www.iso.admin.cam.ac.uk/contact>) is a source of reliable and helpful advice to students on all visa concerns.

Note that the College is obliged to take copies of the Passports and entry documents of all overseas students admitted, before the student is able to start their course.

Students are advised to consult the UKCISA website [www.ukcisa.org.uk](http://www.ukcisa.org.uk) for visa and immigration issues.



# Chapter 8

## Organisations (Social & Sporting)

### 8.1 Co-Curricular Committee

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

### 8.2 Junior Combination Room and Samuel Butler Room Society

#### 8.2.1. General

These are the representative bodies for the junior members (undergraduate and postgraduate students) of the College. Appendix A - Code of Practice sets out the constitutions of both organisations.

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

##### Representation

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

##### Social Function

The JCR Committee is also responsible for organising social events throughout the year.

##### Committee Membership

The members and details of all the JCR Committee are available on their website: [www.sjcjr.com](http://www.sjcjr.com).

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

#### **Function**

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

#### **Committee Membership**

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

## **8.3 General Athletic Club**

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

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

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

## **8.4 Associated Societies**

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

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

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

Further details on existing societies, and the requirements for new societies, are available on the Associated Societies website: <https://www.joh.cam.ac.uk/sport-leisure-st-johns>.

## 8.5 Financial Support for Students Playing University Sport

Application forms are available on the College website and are to be sent to Student Services. Only members of those clubs registered with the Proctors will be eligible to apply. website: [www.societies.cam.ac.uk](http://www.societies.cam.ac.uk).

### 1. Beard Fund Subscription Fees

A refund of up to £50 per person per academic year of the club subscription of University Sports Clubs is available from the Beard Fund to current students of St John's College

### 2. Cambridge University Blue Expenses

From 1<sup>st</sup> October 2023, for those partaking in University Blues sports, an additional 50% (80% for those in receipt of a Cambridge Bursary) of the cost of other qualifying expenses can be claimed, up to a maximum of £350 per person per academic year, regardless of the number of clubs you represent.

## 8.6 Development Office

The Development Office is the first point of contact for alumni of St John's wishing to connect with the College and other alumni. It is our mission to build lifelong, beneficial relationships between the College and alumni. The office fundraises to support the College's core values of excellence in teaching, equality of opportunity and the nurture of research. Their work ensures that future generations can benefit from the culture of excellence at St John's. The ambitious Dobson Free Places scheme was announced in 2021. Not only will Dobson Free Places significantly increase the generosity of our provision for UK students from low-income backgrounds, it will also be the cornerstone in making means-tested student support at St John's self-sustaining by virtue of an endowed fund. The Development Office coordinates the annual Telethon, an extremely successful telephone fundraising campaign led by a team of student callers. You can read more about the work of the office here <https://johnian.joh.cam.ac.uk/>

## 8.7 Johnian Society

The Johnian Society is run by a committee of alumni and exists to enhance relationships between members of the College, especially those no longer in residence, and to support the life and future development of the College. Current activities include the annual Johnian Society Day (usually held in College in September), a golf competition, a dinner in London and other informal gatherings throughout the year.

A fee of £20 for life membership of the Johnian Society is charged via the College bill to Junior Members on admission to membership of the College. Fees are used to further the activities of the Society for the benefit of its members and to fund travel exhibitions for students to travel and expand their knowledge of the world.

The College representative on the Committee is Professor Nick McCave.

## 8.8 Development Office publications and communications

When Johnians leave St John's the Development Office keeps them updated on news from the College and the alumni network through digital communications and publications such as *The Eagle*, *Johnian* magazine and *The*

*Marguerite*. The College's global events programme gives alumni the chance to build their personal and professional networks. The College annual, *The Eagle*, is published each October. It includes articles, members' news, obituaries, and society and sport reports. It is free to read online at [The Eagle](#) and you can request a physical copy by emailing [development@joh.cam.ac.uk](mailto:development@joh.cam.ac.uk)

The alumni magazine, *Johnian*, is mailed to alumni twice a year in late autumn and late spring. A digital version is published on the alumni website [Johnian-magazine](#).

If you're thinking about career steps after St John's and are researching industries and job functions, you are welcome to drop the Development Office an email and they will see if they have any alumni working in the relevant area who may be willing to have a chat with you about their own experiences.

# Chapter 9

## Conduct

### 9.1 Introduction

St John's College is a residential, academic community where students, staff and fellows work together to advance education, religion, learning and research. Everyone in College shares a responsibility to observe the standards of conduct that will uphold the College's aims, promote its social and academic ethos, and support its reputation as an academic community. The College therefore has a Dean of Discipline whose responsibility is to ensure that the junior members of the College conduct themselves properly, and to ensure that the College's rules and standards are maintained.

The Guide to Student Behaviour (found at <https://www.joh.cam.ac.uk/student-conduct>) sets out the Student Code of Conduct and the College's policies on Sexual Misconduct and on Bullying and Harassment. All students are expected to comply with the behavioural expectations set out in this guidance. The guide also contains the Informal Resolution Policy and Procedure; and the formal Disciplinary Procedure, with explanatory flowcharts and examples of sanctions. It is essential that students read this guidance.

Ignorance of the College's behavioural expectations is no defence to a breach of the rules.

### 9.2 Discipline

The College's Standing Orders provide the authority for the Code of Conduct, associated policies and the College Disciplinary Procedure and authorise the Dean of Discipline to apply the Procedure. The Standing Orders also provide for the imposition of penalties and/or sanctions on junior members who infringe the required standards of conduct as conduct. All members of the College remain subject to the general law and University regulations. Members are responsible for the behaviour of their guests throughout the College and its property.

Students should be aware that some serious disciplinary offences may lead to very severe sanctions including being expelled from the College, having membership of the College removed and/ or having the award and benefits of Scholarship or other College awards or grants removed.

## 9.3 Alcohol

The College regards the appropriate use of alcohol by its members as important to preserving its proper social and academic ethos. The College's policy regarding the serving and use of alcohol is set out in Appendix [N](#).

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

### 9.3.1 The College Bar

The College is obliged to adhere to the rules that govern its Licence for the sale of alcohol.

The College Bar is intended to be a social centre which is open to all members of the College and where they will all be welcome. A code of conduct for users of the College Bar is in force, details of which are given at [D](#)

## 9.4 Smoking Policy

It is against the law to smoke inside any building on the main College site, or in hostels (including common rooms), including the residential rooms of senior and junior members. The College's Smoke-Free policy is set out in full at [F](#).

## 9.5 Drugs

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

Any incident involving the suspected misuse of drugs will be investigated as a serious concern under the College Disciplinary Procedure, and at an early stage the Tutors of all persons about whom there is reasonable suspicion will be informed.

### **Class A drugs - this category includes LSD, ecstasy, opiates and cocaine**

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

before then.

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

If the Dean of Discipline or Dean's Delegate believe a junior member to have been dealing in Class B or C drugs then the police will be informed.

In either case, the matter would be investigated as a serious disciplinary concern.. The fact that a junior member may be liable to criminal proceedings does not preclude the College from taking disciplinary proceedings against him or her in the meanwhile.

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

## **9.6 Parties**

### **9.6.1 Parties**

The permission of the Dean of Discipline is needed in advance by anyone wishing to hold a party or meeting in his or her rooms (whether in College, hostels or in other lodgings) for 12 people or more. The Dean of Discipline will typically grant permission, subject to certain conditions to ensure that the event is properly conducted and not a nuisance to others. Students who fail to ask for permission will be sanctioned. See also Appendix J.

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

### **9.6.2 Scholars' Garden**

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

- ii) Not more than 200 people shall be present;
- iii) The period of permission should not exceed four hours, to include the setting up and taking down of any arrangements;
- iv) All activities shall comply with the requirements of the Premises Licence. In particular amplified music is not

permitted.

- v) All admission to garden parties in the College shall be by invitation only and shall not be subject to a charge levied on entry; and
- vi) Framed marquees may be permitted, subject to such conditions relating to grass protection measures as the Head Gardener may advise.
- vii) Bookings may be made by resident members of the College only who may take responsibility for bookings on behalf of College or University societies.
- viii) The use of the Scholars' Garden at other times and on the application of persons who are not resident members of the College may be permitted by the Council. Applications shall be made through the Dean of Discipline and Domestic Bursar.

## **9.7 Barbecues in the Gardens of College-owned Properties**

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

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



## **9.8 Meetings**

The Dean's prior permission is also needed for the holding of College club and society dinners, meetings, parties and dances in the public rooms in College, including the College Bar. The Public Rooms of the College may be booked for meetings on any evening. During the period of examinations room parties, garden parties or public room parties will not be authorised.

## **9.9 Club and Society Dinners**

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

Certain College societies (listed in Standing Order I 2.1(b)) may apply through a Fellow for use of the Combination Room for a dinner or dessert not more frequently than once a year provided that the event is for members of the society only and certain rules are observed

## **9.10 Behaviour at Dinners**

A Code of Conduct governing behaviour at dinner in Hall is at Appendix D.

## **9.11 General Rules**

### **9.11.1 Data Protection**

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

### **9.11.2 Academical Dress**

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

### **9.11.3 Animals**

No pets or other animals, excepting guide dogs for the blind and assistance dogs, are allowed to be kept in or near the College or in College hostels. Requests to bring support animals onto College premises will be considered on a case by case basis. Permission is required from your Tutor and the Domestic Bursar.

### **9.11.4 Bicycles**

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

Bicycles may not be ridden or otherwise brought into the grounds, staircases, rooms or courts of the College. Bicycles may also not be brought inside any part of the College hostels (communal areas and bedrooms). College has a small number of secure bike lockers in which valuable bicycles may be kept. Those who live in College may keep their bicycles in the College cycle sheds, but the College does not accept responsibility for loss or damage. A very limited amount of additional storage for high value bicycles is available by application to the Domestic Bursar's Office.

### **9.11.5 Cars, Motorcycles, Motor Scooters and Mopeds**

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

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

### **9.11.6 Electrical Apparatus**

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

# Chapter 10

## Financial Arrangements

### 10.1 General

#### 10.1.1 College Account

##### Michaelmas Term

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

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

Any junior member who is unable to pay this bill, should download a late payment form from the College website or obtain from their Academic Administrator or Student Services and arrange a meeting with their Tutor. This includes those arriving from overseas if they have not had a chance to open a UK bank account. Accommodation will be provided until the bill can be settled.

##### Other Terms

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

Payment is required by the Friday of the third week of Full Term. Queries on bills should be raised with the Student Services office during the first week of Full Term so that they can be dealt with and the bill still settled within the prescribed period. In cases of difficulty in paying the College bill, a junior member should consult his or her Tutor without delay. A Late Payment form if required will then be completed.

A junior member whose account remains unpaid at the end of Full Term, and where they have not sought mitigation via their Tutor may be referred to Council and may not be allowed to return to College accommodation at the start of the next term, nor will a certificate of residence be provided to the University for the term in question.

Once a student leaves College he/she remains a Johnian, and becomes part of a global community. Alumni of the College enjoy the privilege of dining at the Fellows table up to three times a year (except Saturday) and enjoy wine in the Green Room and Wine Circle (Standing Order B.3.3(i)).

The College will also, on a rotation basis according to the year of admission, invite alumni to attend a Johnian Dinner (Standing Order M.2).

In the autumn, following graduation, junior members will receive a final College bill. Students who have left College should ensure their College accounts are paid in full, because the above privileges and access to alumni events will be withheld for any students who have left College on a permanent basis owing money.

If your final College account is in credit you will need to provide your current bank account details to Student Services in order to receive a refund. If the amount by which your account is in credit is less than £5, it has been agreed with the SBR and the JCR that due to the costs and time involved in processing refunds, these amounts will be donated to the College's Annual Fund, unless specifically requested to be repaid. The College's Annual Fund is used for student support, teaching and enhancing College life.

## **10.2 Payment Methods**

Payment can be made by the following methods:

- Direct transfer into the College bank account (details provided with termly bills)
- TransferMate for international payments (details provided with termly bills)

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

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

## **10.3 Funding Bodies**

All Undergraduates requiring student financial support should apply to relevant, e.g. Student Finance England in good time. This includes Modern and Medieval Language Students, and those reading AMES, on their compulsory year abroad. A reduced tuition fee will still be payable.

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

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

## **10.4 Student Loan Payments**

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

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

## **10.5 Fees**

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

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

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

# Chapter 11

## Financial Assistance

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

### 11.1 Hardship Funds

Junior members are expected to manage their financial affairs prudently, to know what income they may expect and to manage their expenditure to match. But it may be that unexpected events arise (sudden changes in family circumstances, unanticipated expenses, etc.) which result in financial hardship. The College has funds to help junior members in such difficulties. One source of support is the Tutors' Hardship Fund, from which grants or loans may be made at any point during the year. Any junior member in financial hardship may consult his or her Tutor. If you wish to apply for College hardship support, you can do so by downloading the application form from the Student Services section of the intranet <https://www.joh.cam.ac.uk/student-services>

### 11.2 The Learning and Research Fund

The Learning and Research Fund is available to help both undergraduates and postgraduate students towards the costs of the purchase of approved course related books, periodicals, software, hardware, equipment, teaching aid, approved course related or research related activities such as conferences, workshops, summer schools, summer research programmes language courses.. The link to an online application form and further information can be found on the College Website <https://www.joh.cam.ac.uk/learning-and-research-fund>

### 11.3 Dissertation Expenses

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

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

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

### 11.4 Travel Exhibitions

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

1. C.W. Brasher Travel Fund, to assist students to travel, preference given to those travelling to some wilder part of the world.
2. Cooper Fund, to assist students not yet of standing to proceed to the M.A. degree to attend conferences or to carry out field work in Earth Sciences.
3. Glyn and Ruth Daniel Fund, to assist students of the College below the status of M.A. to travel and visit archaeological sites in Europe and the Mediterranean countries.
4. B.H. Farmer Fund, to assist undergraduate geographers.
5. Scullard Fund, to assist students who are engaged in the study of Ancient History and/or early Church History, to travel or to visit churches, museums or other places of historical interest in connection with their study.
6. Robert Sloley Fund, to assist students who are engaged in the study of pre-classical archaeology to travel, to undertake or assist in excavation or to visit archaeological sites, museums, or other places of archaeological interest, in connection with their study.
7. Hanley Fund, Grants to assist students of agriculture, agricultural science and medicine or some branch or branches of natural science related to one of those subjects.
8. Frank Hollick Fund, to assist students engaged in travel in pursuit of their interest in natural history or the fine arts.
9. Roberts Fund, to assist students who wish to improve their knowledge by travel.

10. Christopher Vincent Travel Exhibitions, to assist students engaged in travel abroad to further international understanding.
11. Ulysees Travel Fund, to assist junior members of the College to explore, climb or undertake other adventurous travel, preferably in more remote parts of the World.
12. Wilberforce and Clarkson (Williams) Travel Fund, for awards to Johnians to work in Africa.
13. Peter Allan Travel Award, for students to travel to the Middle East, Far East or Australia in furtherance of a worthwhile purpose/project which need not, but maybe, academic in nature.
14. Parsons' Fund, to assist students towards the costs of projects with links to Greece (Modern or Ancient) or the Eastern Mediterranean. To also provide grants towards costs of music projects or to enhance musical skills.
15. Johnian Society Travel Exhibitions are available for a limited number of awards to those with adventurous or innovative plans of travel.
16. Roger Chisholm Fund, Travel bursaries up to maximum value of 750 are available to any St John's student wishing to explore wild places by sea, climbing and/or hiking. A condition of the award is that successful applicants write a report of their adventure that would be suitable for publication in the College Magazine, the Journal of the University Yacht Club or the Journal of the Cambridge Mountaineering Club.
17. JFL Travel Award, Travel award with a preference for international students to travel within the UK and explore all corners of UK (outside Cambridge/London).
18. Cradock Award, for undergraduates wishing to spend time during the summer vacation studying some aspects of the civilisation of Italy or other Mediterranean countries.
19. Noonan Award, Grants for overseas postgraduate students of the College who wish to travel or undertake a project relevant to their subject area, or for cultural, scientific or charitable purposes. Three awards available of US dollars 3,000 each.
20. Sam Fitzsimmons Travel Fund, to assist undergraduate and postgraduate members of St John's to undertake active, adventurous travel through forms of physical courage and endeavor, for example trekking, hiking, mountain climbing etc.
21. Bianca & Michele Franco Travel Award, to grant an annual travel award of £500 to an undergraduate of St John's College with a preference for but not exclusive to students reading Classics or Archaeology & Anthropology for travel connected to their studies.

Online application details will be available on the College Website in February each year. Closing date for receipt of completed forms is usually at the start of the Easter Term. Exact dates will be announced on the website. Successful applicants are required to submit an online report by 1 October following their travel.



## 11.5 Childcare

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

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

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

Application forms for completion by the student and the research supervisor are available from the Postgraduate Office, F7 Chapel Court.

Applications for grants are determined by the Postgraduate Funding Committee, who expect to receive

1. an account by the research student of progress so far, including reasons for research taking longer than nine terms;
2. a timetable for the completion of research and submission of the dissertation;
3. a statement on the future employment prospects or intentions of the student;
4. information of other possible sources of support that have or could have been approached.

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

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

# Chapter 12

## The Grace

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

### 12.1 Ante Prandium

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

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

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

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

### 12.2 Post Prandium

*Infunde, quaesumus, Domine Deus, gratiam tuam in mentes nostras, ut his donis datis a Margareta Fundatrice nostra aliisque Benefactoribus ad tuam gloriam utamur; et cum omnibus qui in fide Christi decesserunt ad caelestem vitam resurgamus, per Jesum Christum Dominum nostrum.*

*Deus pro sua infinita clementia Ecclesiae suae pacem et unitatem concedat, augustissimam Reginam nostram Carolum conservet, et pacem universo Regno et omnibus Christianis largiatur.*

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

May God, of his infinite mercy, grant his Church unity and peace, preserve our most august king, King Charles, and grant peace to the whole Realm and to all Christians.

# Appendix A

## Code of Practice: JCR and SBR Constitutions

1. The manner in which the requirements of section 22 of the Education Act 1994 are carried into effect by the College Council in relation to the Junior Combination Room and the Samuel Butler Room Society for Postgraduate Students (including affiliated students) is as follows:
  - ii) The JCR and SBR are required to have written constitutions, which are subject to the approval of the Council, and to review by them during the course of every fifth academical year.
  - iii) Every resident Junior Member has the right not to be a member of the JCR, and every resident Postgraduate Student has the right not to be a member of the SBR. The JCR and SBR Committees have no representative role except in respect of their respective members. Junior Members who choose not to be members of the JCR or SBR, as the case may be, are not to be disadvantaged thereby with regard to the provision of services or otherwise. Any Junior Member wishing to raise with the College a matter of concern relating to the government of the College should raise the matter with his or her Tutor.
  - iv) There is a single major office in each of the JCR and the SBR, namely that of President, and elections to the offices of President are required to be by ballot in which all members of the respective bodies are entitled to vote. No sabbatical office or paid elected office exists in either body.
  - v) The JCR and SBR Committees are required to submit annual estimates to the Council for their approval, and the Constitution of each body provides for the monitoring of its expenditure by the Council, through its Senior Treasurer. Financial reports of the JCR, in the form of audited annual accounts, are required to be made available to all Junior Members and to be submitted to the Council and to be presented for inspection to an Open Meeting of the JCR during the Michaelmas Term. A statement of audited accounts of the SBR is required to be made available to all Postgraduate Students and to be submitted to the Council. The accounts of each body are required to contain details of all subscriptions and donations made to any organisation external to the College, and to list the organisations external to the College to which the JCR or the SBR, as the case may be, is affiliated.

- vi) Immediately following any decision that the JCR shall affiliate with any organisation external to the College, the President of the JCR Committee is required to notify the Council in writing, and to post a notice in a place or places in College where it is readily available to be seen by all Junior Members, stating the name of the organisation and the amount of any subscription or donation to be paid to the organisation. At the Open Meeting for the inspection of the annual accounts a resolution is required to be put for the approval of the current affiliations of the JCR to organisations external to the College. If the resolution is disapproved, then separate resolutions in respect of each such affiliation must be put. Such affiliations as are not approved by separate resolution must then be separately put for approval by the JCR in a Referendum. In addition, in the case of any organisation external to the College to which the JCR is affiliated, a Referendum may be requisitioned by 5% of the members of the JCR by petition to the President, or in the Presidents absence, the Vice- President, to determine whether that affiliation shall be approved. Any affiliation not approved for continuation in a Referendum must be discontinued forthwith, and no further subscription or donation is permitted to be paid in connection with any such affiliation.
- vii) Immediately following any decision that the SBR shall affiliate with any organisation external to the College, the President of the SBR Committee is required to notify the Council in writing, and to post a notice on the notice-board of the Samuel Butler Room, stating the name of the organisation and the amount of any subscription or donation to be paid to the organisation. The copy of the statement of audited accounts displayed on the notice-board of the Samuel Butler Room is required to give notice of a meeting of the Committee, at which any member of the SBR shall be entitled to vote on the resolution that the list of affiliations specified in the statement of audited accounts shall be approved. If the resolution is disapproved, then separate resolutions in respect of each such affiliation must be put. Such affiliations as are not approved by separate resolution must then either be discontinued forthwith, or put for approval to a referendum of the SBR. In addition, in the case of any organisation external to the College to which the SBR is affiliated, a Referendum may be requisitioned by 5% of the members of the SBR by requisition to the President to determine whether that affiliation shall be approved. Any affiliation not approved for continuation in a Referendum must be discontinued forthwith, and no further subscription or donation permitted to be paid in connection with any such affiliation.
- viii) Any Junior Member who has a complaint relating to the government of the JCR or of the SBR, or who believes him or herself to be unfairly disadvantaged by reason of having exercised the right not to be a member of either body, shall, if a member of the body in question, first address the complaint to the President of that body, or shall, if not a member of the body in question, first address the complaint to his or her Tutor. The person receiving the complaint will investigate it and seek to resolve the matter. If the matter is not resolved to the satisfaction of the complainant, or if the nature of the complaint is such that (in the opinion of the Dean of Discipline) it is appropriate that it be addressed formally in the first instance, then the complainant may address the complaint to the Dean of Discipline, who will investigate it and will either resolve it to the satisfaction of the complainant, or report on the complaint with recommendations for its resolution to the Council. The determination of the matter by the Council shall be final.
- ix) The Dean of Discipline may take disciplinary action against any Junior Member in respect of any breach of the Constitution of either the Junior Combination Room or the Samuel Butler Room. The Dean of Discipline also has power to investigate and remedy any irregularity concerning any nomination, vote, election, appointment, or other act made under the Constitution of either body.

2. The code set out above is provided for in Standing Order E.2 (The Junior Combination Room and the Samuel Butler Room) of the College and in the Constitutions of the JCR and of the SBR, which are included as Appendix III to the Standing Orders. The Standing Orders and the most recent audited accounts of the JCR and SBR are available for inspection in the Library. The Standing Orders are also available on the College website <https://www.joh.cam.ac.uk/standing-orders>
3. The attention of Junior Members is drawn to the Code of Practice relating to meetings on College premises, which is to be found at Appendix H. The Junior Combination Room and the Samuel Butler Room, as institutions within the College, are subject to the requirements of charity law which ensures that resources are applied to the proper purposes of the College, which are education, learning, religion and research.

# Appendix B

## Code of Practice for Student Complaints

### B.1 Introduction

1. The College welcomes comments and suggestions from students. Students wishing to make a suggestion or comment about the Colleges services, either academic or non-academic, may do so informally by contacting the person in charge of the relevant area, or where it seems appropriate by raising the matter with their Tutor or the Senior Tutor. If a student wishes to express concern or make a complaint about the services received, he/she should do so by following the code of practice set out below. A student who feels unable to do this for any reason should consult one of the persons listed in Code of Practice Appendix B who will give advice about how to proceed.
2. The College expects that normally complaints will be dealt with informally in the first instance. Students with a complaint should seek to bring it to the attention of the College using the procedure outlined here as soon as possible following the occurrence of a problem and normally within one calendar month. Students who are considering making a complaint may wish to seek help or advice from the persons listed in Code of Practice Appendix B.

### B.2 Scope of the Code

3. This code of practice covers complaints about any matter under the control of the College which affects the academic progress, or the well-being or circumstances of an individual student. Reports of a breach of the Student Code of Conduct should be made to the Dean of Discipline, as per the Disciplinary Procedure, which can be found in the Guide to Student Behaviour (link to be inserted)
4. Complaints about matters of College policy should normally be raised through the Committee of Senior and Junior Members. Advice may be obtained from the officers of the JCR Committee or the SBR Committee.
5. A student may wish to complain about a matter that is not within the control of the College but within that of another institution, most obviously the University. A student who is unclear about where responsibility lies may seek advice from his or her Director of Studies, or Tutor or from the Senior Tutor who may take up the matter on the student's behalf.

## **B.3 Principles**

6. The College seeks to provide fair and objective procedures for examining and resolving complaints, and to ensure that its procedures are free from partiality arising from conflict of interest or other sources of bias.
7. No student will be disadvantaged by having raised a complaint in good faith. The College expects that students will not make frivolous, vexatious or malicious complaints.
8. Every effort will be made to maintain the confidentiality of a complainant. However, where a complaint is of a personal nature against an individual, it is likely that the complainant's identity would have to be revealed at some stage in all but the most exceptional cases in order for there to be a full and fair investigation. The College will seek to inform an individual complainant of the extent to which his or her identity is likely to be revealed at each stage of the process.
9. Any person who is requested to attend in person as part of the investigation into a complaint is entitled to be accompanied by another member of the College or other appropriate person. This could be a Tutor, another Fellow or a student - including one of the officers of the JCR or SBR Committees.

## **B.4 Informal procedure**

10. Students who experience a problem with the service provided by the College should first raise the matter with the individual who has handled it.
11. If informal discussion does not resolve the situation satisfactorily, the relevant Director of Studies, Tutor or other College Officer should be approached. A prompt response can be expected which will contain a link to this Code of Practice and, specifically, will draw attention to the distinction that it draws between Informal and Formal Complaints, so that the student is clear as to their choices.
12. The following remedies may be expected where an informal complaint is upheld:
  - i An explanation.
  - ii An apology and remedial action as and when justified and practicable.
  - iii A change of practice or policy.

## **B.5 Formal procedure**

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



determined.

15. A full and considered response to the complaint should normally be completed within 40 working days but should allow a reasonable adjustment of extending this period if the complaint arrives in the vacation period and all parties are not available. Any subsequent remedy should then be implemented with the minimum of delay.

16. The following remedies may be expected where a formal complaint is upheld:

- i An explanation.
- ii An apology and remedial action as and when justified and practicable.
- iii A change of practice or policy.

## **B.6 Appeals**

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

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

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

## **B.7 Review of procedures**

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

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

## **B.8 Persons from whom help may be sought**

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

For undergraduates:

- i) Director of Studies (in matters relating to supervision or other academic provision)
- ii) Tutor (for any matters)
- iii) Senior Tutor
- iv) JCR President
- v) JCR Welfare Officer
- vi) CUSU Academic Affairs Officer
- vii) CUSU Welfare Officer

For postgraduate students:

- i) Tutor
- ii) Tutor for Postgraduates
- iii) Supervisor
- iv) Secretary of the Degree Committee or other Departmental Postgraduate Adviser
- v) Senior Tutor
- vi) SBR Officers
- vii) Cambridge SU

# Appendix C

## Code of Conduct for the College Bar

1. In term, the Bar is used as a social center by senior and junior members and staff of the College, and their accompanied guests, and occasionally by those who attend conferences. (In vacations, those who attend conferences in the College also use the Bar.) Visitors are always welcome but should be accompanied by a member of College.
2. All persons using the Bar are expected to conduct themselves in an orderly way and to refrain from unruly behaviour, singing, games of forfeit, and excessive noise that is disturbing to other occupants of the Bar. Groups that use the Bar in ways detrimental to others may be banned.
3. The Bar staff have complete discretion over whom they serve. In cases where they believe that individuals have already drunk too much or are about to do so, or where unruly behaviour is already taking place, they have the authority to refuse service.
4. Any junior member or guest who is asked to leave the Bar by authorised staff or by the porters must do so at once.
5. The Bar, Buttery and Cafe are completely 'No Smoking' spaces. Smoking is only permitted in the College's designated smoking areas. Additionally smoking will be permitted between the Buttery patio gates and the Kitchen Bridge gates between 6pm and 10pm.
6. Please ensure you use the bins provided to dispose of your cigarettes. Under no circumstances should cigarette butts be thrown on the floor.
7. It is not permitted to bring your own food or drink in to the Bar. Only items purchased on the premises can be consumed in the Bar. Glasses must never be removed from the Bar.
8. If a glass or bottle is accidentally broken, the person responsible should inform the Bar staff at once and take whatever steps are sensible to reduce any immediate risk from broken glass.
9. If anyone feels ill they should leave the Bar at once. If anyone vomits outside, for example in the Court, the lobby or the toilets, then he or she is personally responsible for making sure that the mess is cleared up at once. It is unacceptable and offensive to expect the cleaning staff to do so.
10. Where damage (other than accidental) takes place in the Bar or in its vicinity, for example through vandalism to Toilets or glasses, action may be taken by the Dean of Discipline against all members of the group that is held to be responsible. This could involve a complete closure of the Bar.
11. Junior members who break these rules will be dealt with by the Dean of Discipline and their Tutors will be informed. Our collective aim should be to establish a situation where no member of the College will feel inhibited or offended by the behaviour of others in the Bar.
12. Last orders is called 10 minutes before 'Time' which is the bar closing time. Once 'Time' is called no further

drinks will be served. Junior members and guests then have 20 minutes to finish their drinks and leave the premises.

13. When leaving the College Bar, please do so quietly if it is late in the evening or in the early hours of the morning.  
See also Appendix [J](#) - Guidelines for Bar Staff.

# Appendix D

## Code of Conduct for Hall

Dining together in Hall has been one of the central communal acts of the College ever since its foundation. Whilst it is expected that the atmosphere should be convivial, good order must be maintained so that all can enjoy this important and traditional aspect of College life.

This code of conduct for dining in Hall must be followed by all Junior Members of College and their guests.

- i) Gowns are to be worn at dinner by all members of the College and guests who are members of other Colleges of the University are expected also to wear gowns.
- ii) Up to two personal guests are welcome when accompanied by a host who will be held responsible for their good behaviour. On application to the Dean of Discipline, permission for up to four guests may be granted. Hosts are required to check their guests in on arrival in Hall with their University card
- iii) Those dining at term time Formal Hall must be seated by 7.30pm (7:45pm on Sunday nights). At special College dinners, those dining should be at the place indicated on the seating plan at the time stated on the invitation. Diners are asked to sit in their allocated place, as indicated on the plan.
- iv) Those dining should remain seated in their places throughout the meal and should not leave the Hall until the meal has finished.
- v) Those present are expected to stand in silence during the graces at the beginning and at the end of the meal.
- vi) Loud conversation, boisterous behavior, repeatedly rising from table or any activity liable to disturb other diners or to inconvenience the staff is not allowed and may lead to those responsible being asked to leave Hall. Singing or drinking games are prohibited.
- vii) Wine, or non-alcoholic beverages for those who prefer, is served during special College dinners. Wine is served on ordinary nights to those who have purchased wine tickets. No alcoholic or non-alcoholic drink is to be brought into Hall.
- viii) Children under 16 are not allowed into Hall unless they are Junior Members.
- ix) Photography is not permitted in the Hall whilst the Fellowship are dining. Mobile phones may only be used in Hall for photography.
- x) A Porter will normally be present in the Hall to assist in the maintenance of this code. He or she is authorised to ask any member of College, or guest, to leave the Hall in the event of unacceptable behaviour. It is assumed that the intervention of the Dean or of the Senior Fellow present will not be necessary

# **Appendix E**

## **Code of Practice for Meetings on College**

### **Premises**

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

1. Section 43 of the Education Act (No. 2) places a duty on the College to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its members, students and employees and for visiting speakers.
2. The section also requires the College to issue and keep up to date a Code of Practice to be followed by students, other members and employees of the College about the organisation of meetings that are to be held on College premises, and about the conduct required of those persons in connection with meetings. This Code of practice therefore applies to all students, other members and employees of the College in respect of meetings on any of the Colleges premises. Outdoor, as well as indoor, meetings etc., on College premises are included.
3. The disruption of the activities of the College, or the interference with freedom of speech or lawful assembly within the College, are forbidden. This rule applies to ALL meetings held on College premises, including meetings organised by conferences and other outside bodies; and members of the College are reminded that actions that disrupt or impede freedom of speech or lawful assembly will also constitute offences under the University's regulations for discipline.

#### **E.2 Organisation of Meetings on College Premises**

4. Permission is required for all meetings (including dinners) to which speakers who are not resident members of the College are invited and for all other meetings at which more than twelve persons are expected to be present, whether or not the meeting is open to the public. Permission must be obtained from the Dean of Discipline not

less than seven days beforehand, and if a room is to be reserved a booking must be made through the Facilities Administrator. The application for permission should state the name of the member of the College taking responsibility for the meeting, the date and time of the meeting, the place, the name, addresses and colleges (if any) of the organisers, the name of the organisation making the arrangements, and the name of any expected speaker, whether or not a member of the University. This requirement extends to meetings and gatherings in Junior Members own rooms, if more than twelve persons are expected to be present.

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

### **E.3 Conduct at Meetings on College Premises**

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

### **E.4 The University**

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

6. No member of the University shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the University or any part thereof, or any College.
7. No member of the University shall intentionally or recklessly impede freedom of speech or lawful assembly within the Precincts of the University. No members of the University shall negligently, intentionally or recklessly fail to give any notice which is required to be given to a University officer or a University authority under the terms of a Code of Practice issued under the provisions of Section 43 of the Education (No. 2) Act 1986.

8. All members of the University shall comply with any instruction given by a University officer, or by any other person authorised to act on behalf of the University, in the proper discharge of his duties.
9. All members of the University shall state their names and the Colleges to which they belong when asked by a Proctor or Pro-Proctor, or other person in authority in the University or in any of the Colleges in the University.

## **E.5 Other Legal Requirements**

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

## **E.6 Application of the Code**

10. Any person who is in any doubt about the application of this Code of Practice to any meeting or public gathering in the College is under an obligation to consult the Dean of Discipline who will determine whether the provisions of the Code apply.
11. Breach of any of the requirements of this Code may be treated as a serious disciplinary offence.



# Appendix F

## Smoke Free Policy

### F.1 Introduction

The College recognises that smoking (and ‘vaping’) causes a hazard to health to both smokers and non-smokers and can also constitute a fire hazard. Accordingly, the College is a smoke-free environment. Smoking is not permitted in any parts of its premises (including near), other than in Designated Smoking Areas. For the purposes of this regulation, ‘smoking’ includes vaping and the use of any similar surrogate smoking products.

### F2 The Policy

College premises include all buildings in the college grounds, the entrance or windows of those buildings, the gardens and other College premises including student/visitor accommodation including College hostels, the boathouse and the sports pavilion. Those college members and their guests wishing to smoke/vape may only do so in the Designated Smoking Areas. These are Forecourt car park (by the Fellows’ bike racks) and Cripps Lane (in the shelter in the car park). Additionally, smoking will be permitted outside the College bar, behind the patio gates, between the hours of 6pm and 10.00pm. No smoking is permitted at any point in the patio. The bar smoking area will only be available to students, Fellows and staff not at work at the designated time. Additionally, smoking will be permitted between the Buttery patio gates and the Kitchen Bridge gates between the hours of 6pm and 10pm (not on the Patio and not on Kitchen Bridge).

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

The smoking restriction applies at all times, including outside normal working hours. In exceptional circumstances, special additional areas may be used and identified as exclusive smoking areas (e.g. May Ball) but this must be pre-arranged with the Domestic Bursar.

### F.3 Additional Information

1. In the event of any breach of this policy, members of College and staff may be subject to disciplinary action: members of the public may be asked to leave the College.
2. The College Nurse is available to offer advice, support and encouragement to those who would like to give up

smoking. For free advice and practical support for those people wishing to give up smoking, please see [www.camquit.nhs.uk](http://www.camquit.nhs.uk) and [www.nhs.uk/LiveWell/Smoking/Pages/stopsmokingnewhome.aspx](http://www.nhs.uk/LiveWell/Smoking/Pages/stopsmokingnewhome.aspx).

3. This policy will be periodically reviewed and any problems arising or raised may result in a reconsideration.
4. Any queries relating to the policy should be raised with the Domestic Bursar. Date of policy adoption 12 March 2020

# Appendix G

## Library Rules

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

### G.1 Opening Hours

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

### G.2 Access to the Building

1. Outside staffed hours, entry to the Working Library is by University or College card. It is an offence to enter or leave the Library using a card issued to another person. It is also an offence to let any person into the Library building without the Sub-Librarian's permission.
2. The Rare Books Reading Room and the Old Library are normally locked and alarmed outside staffed hours. Fellows are asked, if at all possible, to restrict their visits to the Old Library to staffed hours. If they wish to work in or take visitors into any part of the Old Library at other times, they are requested to make an appointment in advance with the Head Porter, who will try to ensure that a member of his staff is available to disable and reset the alarm systems.
3. Non-members of College wishing to consult collections in the Old or Working Libraries should normally apply in advance to the Sub-Librarian. At the Sub-Librarian's discretion they may work in the Library by appointment during normal staffed hours.

### **G.3 Borrowing Arrangements**

4. No book or other item kept in the Upper Library, and no manuscript or other item from the Special Collections held in the Lower Library or other secure storeroom, shall be removed from the Library without the prior approval of the Council.
5. Unbound periodicals and other rare or fragile materials held in the Library collections may not normally be borrowed.
6. Borrowing privileges are as follows:
  - i Fellows may borrow up to forty volume for four weeks. Books will be automatically renewed but must be returned immediately if needed by another reader. In respect of audio-visual items and maps borrowed by Fellows, the regulations in (iv), (v) and (vi) below shall normally apply.
  - ii Every current junior member, College Research Associate, College Teaching Associate, College Post-Doctoral Researcher and any other resident member not a Fellow may borrow up to specified limits on the numbers of items in different formats, as advertised by the Library on its website and in published Guides.
  - iii During Full Term, books are issued to resident undergraduates and resident postgraduates for two weeks. Renewals are permitted for a further two weeks, up to the maximum of eight weeks, providing the item(s) has not been recalled or requested by another reader. Books are issued in Full Term to College Research Associates, College Teaching Associates and to Post-Doctoral Researchers for four weeks and may not be renewed.
  - iv Audio-visual items (CDs, DVDs and other equivalent media in the collections) are issued to all those enjoying borrowing privileges for one week in Full Term. Renewals are permitted for a further one week, up to the maximum of four weeks, providing the item(s) has not been recalled or requested by another reader.
  - v Maps are issued to all those enjoying borrowing privileges for two weeks in Full Term. Renewals are permitted for a further one week, up to the maximum of four weeks, providing the item(s) has not been recalled or requested by another reader.
  - vi Vacation borrowing. All those enjoying borrowing privileges under (ii) above may borrow up to their quota during the Christmas, Easter and Long Vacations. Vacation borrowing starts on the last Wednesday of Full Term. Items borrowed over vacations are to be returned by the first Wednesday of the following Full Term.
  - vii Other members of College have no borrowing privileges. However, the Sub-Librarian has discretion to permit the loan of books and other items to members of the College or others who do not enjoy borrowing privileges.
  - viii It is an offence to borrow items using a card issued to another member of College.

## **G.4 Return of Borrowed Items**

Books and audio-visual items that have been borrowed from the Library must be returned to the issue desk during staffed hours. Items can also be returned using the self-issue machine outside staffed hours after which they should be placed in the appropriate returns box. Maps must be returned to the issue desk during staffed hours, and should not be left in a returns box.

## **G.5 Late Returns and Lost Items**

Junior members, College Research Associates, College Teaching Associates and Post-Doctoral Researchers who exceed the time limit for borrowing will be fined. Fines are advertised on the College Website and in the Standing Order C.5.1. and in Schedule 1 of the Standing Orders. A junior member, College Research Associate, College Teaching Associate or Post-Doctoral Researcher who loses or who does not return a borrowed item will normally be charged the full replacement cost of the item, including any binding or administrative costs. These fines will from time to time be reviewed by the Sub-Librarian, new rates to be approved by the Working Library Committee.

## **G.6 Conduct in the Library**

7. Food and alcoholic drink must not be brought into the building.
8. Books which have been used in the Library should be returned to a reshelving trolley.
9. Large personal belongings must be left in personal lockers.
10. It is forbidden to mark, underline or write in books or journals, or in any other way to damage or deface an item in the Library's collection.
11. Mobile devices may be used in the Library on silent setting only.
12. While in the Library, readers are expected to conduct themselves in ways that take account of the needs of others in a shared, and often unstaffed, working environment. In particular, they should avoid loud conversations, and should leave workspaces in such a state that others can make use of them. Behaviour or actions which interfere significantly with the use of the Library by other members of the College constitute an offence against this rule

## **G.7 Use of Special Facilities**

13. Seminar Room. The Library Seminar Room can be booked online by members of College for classes and meetings. Such meetings may be held there at any time. Non-members of College may use the Seminar Room, providing they are accompanied by a member of the College at all times. General rules apply. The room is usually reserved for extra study space most of the Easter Term.
14. Audio-Visual Room. General Library rules apply.

15. Silent Study Room. This space is reserved for users who intend to work in an environment with no noise. General Library rules apply.
16. From time to time, responding to perceived need and to reasonable requests from readers, the Sub-Librarian may designate spaces within the Library as reserved for silent study, for academic group activity or for other academic purposes. Such arrangements will be clearly advertised, and identified by adequate signage.

## **G.8 Loan of Library materials for display outside the College**

17. Items from the Library collections lent for display outside the College must be insured by the exhibitor. The Sub-Librarian shall verify insurance arrangements before any item is loaned.
18. Any permission granted for a loan shall be on the condition that, before an item is lent, arrangements for the security, transport and the environmental conditions under which it will be displayed shall first be approved by the Sub-Librarian.
19. The cost of any valuation required of an item requested for loan, and of any transport or other costs necessitated by the loan, shall normally be met by the borrower.

## **G.9 Copies of College publications**

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

# Appendix H

## Rules for the Use of College IT Services

### H.1 Introduction

This Acceptable Use Policy sets out the responsibilities and required behaviour of users of the College's information systems, networks, and computers.

The College network is provided to support the academic, research and administrative needs of the college together with reasonable domestic use by resident and non-resident members of the college community.

Our network is part of the Cambridge University Data Network (CUDN) which itself is part of the wider UK academic network (JANET). As such in addition to this policy, all users must also abide with:

Rules Made by the University Information Services Committee

<https://help.uis.cam.ac.uk/isc-rules>

University Use and misuse of computing facilities rules

<https://help.uis.cam.ac.uk/policies/governance-and-policy-documents/use-and-misuse-of-computing-facilities>

JANET acceptable use policy <https://community.jisc.ac.uk/library/acceptable-use-policy>

### H.2. Scope

All members of the College (Fellows, staff, Junior Members, and associates), members of other institutions who have been granted access to use the College's facilities, together with any others who may have been granted permission to use the College's information and communication technology facilities are subject to this policy.

### H.3. Policy

#### H.3.1 User Identification and Authentication

College Members may be provided with accounts on both the University and the College systems. This policy will cover the Colleges responsibilities with regards to:

- University CRSid Accounts
- Accounts required for College business
- University Department accounts (if different from CRSid) are subject to the Departments acceptable use policy

##### H.3.1.1 University CRSid

The College's IT department act as "gatekeepers" to University CRSid's. The IT Department will assist

with password resets, account creation and termination. The IT Department controls University account access to College systems & information and can assist with any issues accessing University systems.

Undergraduate CRSiD's are created before you arrive so that you can have access to your @cam email and can log in using Raven authentication to access reading lists and any other information your College or Department shares with you before you arrive. You will receive an email from the Student Registry in late August, giving you instructions for completing the student registration process before going on to get your CRSid, email account and set up your own Raven password.

Postgraduates will be contacted by their department about how to collect your IT Accounts, including your CRSid.

Fellows may have accounts created by either their department or requested by the College's IT Department. Staff accounts will be requested by the College's IT Department.

For further guidance on University accounts please see the University CRSid Web pages <https://help.uis.cam.ac.uk/crsid>

### **H.3.1.2. College accounts**

Each member will be assigned a unique username for their individual use. This username may not be used by anyone other than the individual user to whom it has been issued.

Each member will be assigned an associated account password which must not be divulged to anyone, for any reason. This College password must not be used as the password for any other services, including for College accounts providing privileged access (such as administrative accounts for finance or HR systems), or any external services. Individual members are expected to remember their password and to change it if there is any suspicion that it may have been compromised.

College members will be asked to set up multi-factor authentication (MFA) as a requirement to authenticate to College systems.

In addition to a password, authentication methods may include use of an authentication app on a mobile phone or tablet, a one-time code sent to a phone or a phone call.

All administrative or highly privileged accounts must have multi-factor authentication enabled where available.

Each member will also be assigned a unique email address for their individual use and some members may also be given authorisation to use one or more generic (role based) email addresses. Members must not use the College email address assigned to anyone else without their explicit permission.

Email addresses are College owned assets, and any use of these email addresses is subject to College policies.



### **H.3.2. Personal devices**

Personal devices may be connected to the College network subject to the following:

- Users are responsible for ensuring that their machines are secure, and that software is kept patched and up to date – this includes both the operating system and applications
- Users must abide by all instructions issued by the IT Department and disconnect any device from the network if told to do so
- Devices must not use a disproportionate or unreasonable amount of network resources (particularly bandwidth) – the IT Department will contact any users who are doing so, and they must reduce usage, or their devices will be disconnected from the network

College members may connect a reasonable number of devices to the College network for their academic, administrative, research and domestic needs. In general, we would regard reasonable as:

- One desktop computer or workstation (but not any kind of server)
- A laptop computer (or two laptops if the user does not have a desktop machine)
- Phones and tablets
- One gaming console
- Smart TV or streaming device

The IT Department reserves the right to ask users to disconnect and remove devices if in the judgement of the IT Director the number of devices is unreasonable. Users must not connect any routers, switches, or wireless access points to the College network. The IT Department may disconnect all your devices from the network if you do. If there is a genuine academic need, please request permission from your Tutor and the IT Director.

### **H.3.3. Public facilities**

Users must treat the public computing facilities with respect and ensure that they are available for other members of the college. In particular:

- Users must not attempt to install any software on public machines
- Users must not attempt to circumvent the mechanism by which charges are applied to the use of some facilities, for example printing.
- All faults with College computer equipment should be reported to the IT Helpdesk. Members of the College should never attempt repairs themselves.
- Cables must not be disconnected from public machines for example to allow you to plug in your own devices
- Users of computer equipment must additionally observe any rules relating to the location in which it is installed. In particular, users of the equipment installed in the Library must observe the Library rules.

### **H.3.4. Commercial Use**

The College Network must not be used for commercial purposes or private financial gain without the permission of the IT Director. Depending on the circumstances further approval might be required from the University.

### **H.3.5. Unattended Equipment**

Computers and other equipment used to access University or College facilities must not be left unattended with the device logged in and unlocked. Members must ensure that their computers and other devices are locked before being left unattended. Care should be taken to ensure that no restricted information is left on display on the computer or other device when it is left unattended.

### **H.3.6. Misuse**

The JANET Acceptable Use Policy states that JANET may not be used for any of the following activities (this applies to the CUDN and the College network):

- the creation or transmission (other than for properly supervised and lawful research purposes) of any offensive, obscene, or indecent images, data or other material, or any data capable of being resolved into indecent images or material;
- the creation or transmission of material which is designed or likely to cause annoyance, inconvenience, or needless anxiety;
- the creation or transmission of defamatory material;
- the transmission of material such that this infringes the copyright of another person;
- the transmission of unsolicited commercial or advertising material;
- deliberate unauthorized access to facilities or services locally or on other networks;
- deliberate activities with any of the following characteristics:
  - wasting staff effort or networked resources, including time on end systems accessible locally or via other networks and staff effort involved in the support of such systems;
  - corrupting or destroying another user's data;
  - violating the privacy of other users;
  - disrupting the work of other users;
- using the network in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of switching equipment);
- continuing to use an item of networking software or hardware after being asked to stop doing so because it is causing disruption;
- other misuse of networks or networked resources, such as the introduction of viruses.

Port scanning (the scanning of another machine to determine which services are running) is regarded as a hostile action; it is commonly used by malicious hackers attempting to find vulnerable systems. Port scanning therefore causes unnecessary worry and is prohibited, whether the target machine is on the CUDN or elsewhere, unless specifically authorised by the IT Director.

### **H.3.7. Breach of rules**

Infringement of any of these rules constitutes a disciplinary offence and appropriate action may be taken. For students serious or repeated breaches will be reported to the Dean of Discipline. For staff disciplinary action may be taken. Sanctions may include temporary or permanent deprivation of access of computer facilities. Access may be withdrawn during investigation of an alleged offence.

# Appendix I

## Postgraduate Students towards the end of their PhD Courses

### I.1 Liability for Fees

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

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

#### Summary

The possible categories are summarised below:

<b>A. Before Submission</b>	i) In Residence, working on Thesis	CS	A
	ii) Working Away	CS	N(H)
	iii) Intermitting	CS	N(H)
	iv) Removed from the register	NCS	N
<b>B. Between Submission and Viva</b>	i) In Cambridge, preparing for viva	CS	A
	ii) In Cambridge employed within or without the University	CS*	N(F)
	iii) Not in Cambridge	CS*	N
<b>C. After Viva Result</b>	i) No Corrections	NCS	N(F)
	ii) Minor Corrections - in progress	CS	A
	iii) Minor Corrections - completed	NCS	N(F)
	iv) Major Corrections, no second viva required - progress	CS	A
	v) Major Corrections - completed	NCS	N(F)
	vi) Resubmission and second viva required - back to Section A	CS	A
	vii) Working Away	CS	N(H)
<b>D. After Approval for Degree</b>	i) If from inside the UK	NCS	N
	ii) If from outside the UK	NCS	N (F)

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A = Entitled to College Accommodation

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

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

N = Not eligible for College Accommodation

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

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

NCS = Not a Current Student, only alumni privileges

## Details

### Section A: Before Submission

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

#### *Category A(i) In residence, working on Thesis*

Such students shall:

- i undertake to engage in full-time study for the period up to the date of completion of their dissertation, or by the end of the following term, whichever is earlier; and
- ii undertake to notify their Tutor in the event of any change of circumstance in the period up to the beginning of the following term. Such students shall then be treated as remaining in residence for the following term provided that they are not removed from the Register of Postgraduate Students by the Student Registry

Students who are treated as remaining in residence in accordance with the above shall be:

- i eligible to be considered for College Accommodation;
- ii liable for relevant College charges in respect of services received;
- iii eligible to be considered for support administered by the Postgraduate Funding Committee for the period they have certified;
- iv entitled to benefit from grants from other College funds according to the normal principles which apply;
- v entitled to use College facilities, and
- vi invited to any relevant College entertainments.

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

All Students in these categories shall

- i be eligible to be considered for support administered by the Postgraduate Funding Committee;

- ii be entitled to benefit from grants from other College funds according to the normal principles which apply;
- iii be liable for relevant College charges in respect of services received;

In addition, those remaining in Cambridge

- i may, by agreement with the Tutor for postgraduates and with the consent of their Tutor, be accommodated in College accommodation, provided that students in residence are given priority in respect of College accommodation;
- ii use other College facilities as if in residence;

#### *Category A(iv) Removal from the register*

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

### **Section B: Between Submission and Viva**

#### *Category B(i) In Cambridge, preparing for viva*

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

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

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

With the exception that:

- i they may not be accommodated in College Postgraduate Hostel accommodation but may by agreement with the Tutor for postgraduates and with the consent of their Tutor, be accommodated in College Furnished Let (i.e. Family or Couples accommodation), provided that students in residence are given priority in respect of College accommodation. Such accommodation will be charged at the commercial rent for the property.
- ii they have limited access to College facilities (CS\*) as detailed below.

#### *Category B(iii) Not in Cambridge*

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

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

### **Section C: After Viva Result**

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

- i cease to be current students and hence are no longer entitled to use College facilities, but see J3 below.
- ii may not be accommodated in College Postgraduate Hostel accommodation but may by agreement with the Tutor for postgraduates and with the consent of their Tutor, be accommodated in College Furnished Let (i.e. Family or Couples accommodation), provided that students in residence are given priority in respect of College accommodation.

*Category C(ii), C (iv) and C (vi) Students who have further work to do on their thesis and who are undertaking such work in Cambridge*

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

*Category C(vii) Students who have further work to do on their thesis and who are undertaking such work outside Cambridge*

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

#### **Section D: After Approval for Degree**

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

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

### **I.3 Change of Status**

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

### **I.4 Accommodation**

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

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

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

### **I.4 Pigeon Holes**

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

## **I.5 Buttery, 24 Hour Library Access, SBR, Fitness**

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

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

## **I.6 Council Tax Exemption**

- i Postgraduate students who have not yet completed the required number of fee paying terms (nine or twelve as appropriate) and those who have completed their fee paying terms but are treated as remaining in residence in accordance with (J2.Ai) above shall be certified for Council Tax purposes as being a full-time student with the end date of their course given as their expected graduation date as given on CamSIS.
- ii Postgraduate students not resident in Cambridge who have completed the required number of fee paying terms, but who have not yet completed their dissertation and are still engaged in full-time study will be certified by the College for exemption from Council Tax as above, with the end date of their course given as their expected Thesis Submission Date as recorded on CamSIS.
- iii Students who have submitted their dissertations but who have not yet fulfilled all the requirements for their degrees will be initially certified until the day before the beginning of the following term provided they confirm they are not in full time employment. Such certification will be renewed if necessary.

# Appendix J

## Maintenance of good order by College staff

### J.1 Porters

#### J.1.1 Access to Junior Member's Rooms

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

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

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

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

1. The maintenance of good order in the College is the responsibility of the College Officers.
2. The responsibility of the Portering Staff, in relation to the junior members, is primarily to advise junior members of College rules and to report breaches through the Incident Report system.
3. If a Porter suspects that a junior member has breached College rules, then the individual should be informed politely and clearly at the time that the Porter believes a breach of rules, to be specified at the time, has occurred and that the matter is being reported. The matter then passes over to the Dean of Discipline and the Porter should not offer any views on any possible outcome.
4. A Porter may ask a junior member to identify himself/herself. The Porter should at the same time identify himself/herself to the Junior Member. The junior member is expected to co-operate with such an enquiry.
5. The investigation of alleged breaches of College rules is the responsibility of the Dean of Discipline. The Dean may delegate aspects of the investigation to the Head Porter or to an external investigation.



## **J.2 Closing Room Parties**

After midnight all authorised parties should be closed. The person to whom permission was granted should be informed calmly and explicitly that the party must close. As part of this instruction the host must be told that all amplified music should cease immediately. This request can be made outside the room if appropriate. If the host is unavailable another individual or group should be chosen and informed that the party should close, the names of these should be noted. It is reasonable to allow 15 minutes for the guests to disperse.

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

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

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

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

- i the individual should be informed that the Porter believes a breach of rules has occurred;
- ii the matter should be reported to the Dean
- iii at no time should a Porter offer views on what the Dean's action may be.

The responsibility for enforcing College rules lies with the College Officers.

## **J.3 Bar Staff**

1. The Bar Staff have complete discretion over whom they serve.
2. Notwithstanding this discretion, they must not serve anyone who is, or appears to be drunk, or whom they judge to have drunk enough, or whose behaviour is tending to affect the ambience of the bar.
3. The Bar Staff may request that a junior member or guest leave the Bar if he or she is, or appears to be, drunk. If this occurs without any difficulty then the incident need not be reported.
4. Anyone who is abusive to Bar Staff, refuses to leave the Bar when requested, or is offensive toward other people in the Bar should be reported. This report may be made immediately or the next morning.
5. Any more serious incident, such as assault, theft or vandalism must be reported immediately.
6. Reports should be made to the Senior Porter on duty.

# Appendix K

## Maintenance and Cleaning Procedures and Guidelines for Staff Access to Rooms

### K.1 Maintenance response times

All Reactive and Planned visits are to be scheduled by the Maintenance Department and carried by members of the Maintenance team or approved sub-contractors.

All details of scheduled visits using suppliers are recorded on the Maintenance Departments diary.

Reactive works to be prioritised in the following order by the Maintenance Departments helpdesk operator in agreement with requester;

1. Category 1: Emergency - actioned immediately
2. Category 2: Urgent - actioned within 24 hours
3. Category 3: Important - actioned within 10 days
4. Category 4: Routine - actioned within 30 days
5. Category 5: Dated – to be agreed with the Requester

Maintenance Department Team hours

07.30 - 16.00 Monday to Friday

All Maintenance Department response outside these hours is via emergency callout through the Porters Lodge

### K.2 Cleaning routines

College cleaning staff (bedmakers) are responsible for the cleaning of College rooms and communal areas, on a daily or fortnightly basis, excluding weekends and Bank Holidays as follows:

### **K.2.1 Fortnightly, rooms and kitchens / bathrooms if within**

1. Kitchens. Please ensure the sink and work surfaces are cleared to enable the work to be carried out. The occupant is responsible for the washing up.
2. Bathroom/toilet areas
3. Recycling and landfill bins are emptied. Food waste is the responsibility of the Student. Waste collection points can be found in the Courts, the main disposable areas being Cripps Bin Area and the Bin Store in Corfield Court.
4. Rooms cobwebbed and dusted, floors are vacuumed / mopped, please ensure that they floor is clear
5. Daily - Communal Kitchens and bathrooms, please ensure surfaces are cleared to enable work to be carried out.
6. Floors are vacuumed/polished/mopped depending on floor type, please ensure that the floors are clear.

### **K.2.2 Out of Term**

Bedding (duvet, pillows and under blankets) are cleaned on a rolling programme, usually during vacation periods.

## **K.3 Guidelines for cleaning staff entry to rooms**

The guidelines for cleaning staff to enter rooms are as follows:

- i) Wear uniform and display ID at all times
- ii) Knock on the door and allow sufficient time for the occupant to open the door or call out a response
- iii) If there is no response after a second knock, use the key to enter the room and loudly announce presence
- iv) If the occupant is asleep or in the shower, leave the room and return later
- v) If access is still unsuccessful contact the Supervisor
- vi) When working in the room, ensure the door is secure at all times, do not allow anyone other the known occupant to enter the room, and secure the door on completion.

## **K.4 Guidelines for maintenance staff access to rooms**

Once a new works request has been logged by the end user and issued to a Maintenance Department operative, Maintenance staff will attempt to enter a room without the occupant having been notified by email unless the work to be carried out is comprehensive and is expected to take several hours minimum to resolve. In which case, the occupant will be contacted to arrange a convenient time for the works to be carried out. On arrival at the room

Maintenance staff will act as follows:

- i) Display ID at all times
- ii) Knock on the door and allow sufficient time for the occupant to open the door or call out a response

- iii) If there is no response after a second knock, use the key to enter the room and loudly announce presence
- iv) If the occupant is asleep or in the shower, leave the room and return later

# Appendix L

## Public Rooms - Regulations and Charges

### L.1 Regulations

1. All public room bookings made by junior members of the College which involve hosting of a party or non Johnian society event are subject to the Dean's, the Head Porter's and the Designated Premises Supervisors' approval.
2. Permission will not be granted for more than one party involving music or dancing in the Palmerston Room, the Fisher Building Foyer either:
  - i in the same venue on the Friday and the Saturday of any weekend or
  - ii in more than one venue on any day. Preference will be given to parties booked by the JCR Committee in the Palmerston Room.
3. In the case of an event organised by the JCR Committee or a College Society, two nominated representatives of the organising body approved in advance by the Dean shall be in attendance throughout the event.
4. Public rooms are available for use by University societies and other outside bodies, provided that bookings are made for one event only and are made not more than seven days in advance. The levying of admission charges in such cases is not permitted.

#### L.1.1 Palmerston Room

1. The Palmerston Room may be booked for discos by the JCR Committee, through the Accommodation and Bookings Office, on eight occasions during the year (Michaelmas Term 3, Lent Term 3, Easter Term 2), on Fridays or Saturdays. Detailed regulations for the conduct of such events will be provided by the Accommodation and Bookings Office.
2. The Palmerston Room and the foyer area may be booked by Jazz@John's, through the Accommodation and Bookings Office, on one Friday each term.

3. Applications for the use of the Palmerston Room by junior members for other special functions should be made to the Dean through the Accommodation and Bookings Office. Junior member bookings of the Palmerston Room have priority during term time, except over special events such as Open Days, etc.
4. The above facilities are available on Friday evenings until midnight and on Saturday evenings until 1am.
5. The maximum attendance permitted in the Palmerston Room is 250 persons, inclusive of performers.
6. There shall be one porter in attendance throughout any party or disco, the charge for whose services will fall upon the organisers.

### **L.1.2 Fisher Building Foyer**

Use of this area is reserved for Jazz@John's, for music only, twice a term on Fridays or Saturdays from 9 pm to midnight. The maximum attendance permitted is 120 persons, inclusive of performers. There shall be one porter in attendance throughout the evening. Dancing is not permitted in this area.

## **L.2 Charges**

All public rooms, with the exception of the following usage, are free of charge for all members of the College:

1. Party use - for the following rooms, for party use by members of the College, the charges are Palmerston Room and Fisher Foyer (bookable by JCR Committee and Jazz@John's only. Standard hiring charge for Jazz@John's is £202

For more information on the Music License (PPL(recorded music) and PRS (live music)) and Porters charges please contact the Accommodation and Bookings Office. An additional charge will be levied for any deep cleaning required as a result of party activities in any of the above rooms. All charges are subject to annual changes; therefore you are advised to check the current daily rates before making a request for public rooms.

2. For public rooms booked by members of the College on behalf of a University Society or Department the charges are:  
Palmerston Room £337  
Main Lecture Theatre £441

For more information on Public Rooms please contact the Accommodation and Bookings Office  
[publicrooms@joh.cam.ac.uk](mailto:publicrooms@joh.cam.ac.uk).

The services of an audio visual (AV) technician and porter(s) can be made available, but at an additional cost.

# Appendix M

## College Health and Safety Policy

### M.1 Introduction

In recognition of the responsibilities placed upon employers by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work regulations (and all other relevant legislation), it is College policy to meet all statutory requirements relating to health and safety and to apply the appropriate standards to ensure the health, safety and welfare of all College Fellows, junior members, staff, visitors, contractors staff and members of the public who are, or may be, affected by our activities.

The Colleges Health and Safety Policy Statement, which is the overarching document for health and safety in the College, can be found in Standing Orders, as well as on the College website (please log in before trying to use the link): <https://www.joh.cam.ac.uk/health-safety>

### M.2 Organisation

The College Council has the overall responsibility for Health and Safety Management. The Council will appoint a Safety Officer whose duties will be determined by the Council: the Safety Officer is the Domestic Bursar who is the primary contact, or representative user, in any dealings with the University Health and Safety Division.

### M.3 Health and Safety Committee

The Health and Safety Committee meets 3 times a year. The Safety Officer sits on the Health and Safety Committee and is responsible for disseminating any safety related information as may be pertinent to the needs of the College.

## **M.4 Fire Safety**

The Deputy Head Porter is the designated Fire Safety Manager for the College, reporting to the Domestic Bursar. All buildings have automatic fire alarm systems, automatic door closers linked to that system and appropriate fire extinguishers installed. The extinguishers are maintained under contract and staff are trained in their use.

It is the responsibility of every individual to:

1. Minimise the risk of fire in their office/room
2. Evacuate their room promptly
3. Alert others
4. Sound the alarm if necessary
5. Proceed in an orderly manner to the designated assembly point
6. Not return to the building until advised that it is safe to do so

Fire drills are carried out at the beginning of the Michaelmas term and alarms are tested weekly in accordance with BS 5839.

## **M.5 First Aid**

Certain designated staff are trained first aiders and the College Nurse maintains the first aid boxes. They undergo regular updates in line with recognised occupational first aid practice. Contact notices about how to obtain first aid are advertised around the College and are on the College web site. Junior members are advised of first aid provision as part of their induction process.

## **M.6 Individual Responsibility**

All individuals have a personal responsibility for their own safety and the safety of others. Equipment supplied for any health and safety purposes must not be tampered with or mis-used in any way.

## **M.7 Safety Induction and Training**

All junior members will have a health and safety induction as part of their welcome briefing. All Academic and Assistant staff will have a health and safety induction as part of their departmental inductions on their arrival at the College.

Staff who have safety duties delegated to them will have adequate training provided as appropriate for their tasks.



## **M.8 Accidents and Incidents**

An accident report form should be completed for all accidents and near misses which occur in College. Further guidance and copies of the relevant forms can be found on the Health and Safety site on the College intranet. The College porters or other relevant members of staff must be made aware of any safety concerns that junior members may have.

## **M.9 Control of visitors and Contractors to the College.**

7. As visitors may come direct to offices or members' rooms it is incumbent on the host to ensure the safety of visitors throughout their time in the College. This should include the provision of any relevant health and safety issues such as fire alarms and assembly points.
8. Contractors should report directly to the Maintenance Department where health and safety inductions and site rules will be explained before being conducted to their place of work by maintenance personnel. Contractors must be advised of any health and safety issues that may affect them or their workforce. Contractors must inform the College of any work that may affect the health, safety or welfare of staff, students and visitors within the College. Contractors are expected to carry relevant risk assessments and/or method statements for the tasks they are to undertake for the College

## **M.10 Child Protection**

Choristers and Probationers who are members of St John's College School are regularly on the College premises, specifically in the Chapel and Song School. Designated staff from St John's College School and the Chapel & Choir Department bear general responsibility for them when on the College Premises.

The Dean of Chapel is responsible for all matters relating to Safeguarding and Child Protection in respect of the Choristers and Probationers. The Chapel & Choir Department Safeguarding and Child Protection Policy for the Supervision and Care of the Choristers is available online at [www.sjcchoir.co.uk](http://www.sjcchoir.co.uk) from the Choir Administrator.

# Appendix N

## College Alcohol Policy

### N.1 Summary

The aim of this policy is to provide a framework within which members of College are able:

1. to maintain a healthy lifestyle
2. to achieve high academic standards
3. to maintain high standards of personal behaviour
4. to maintain high standards of respect for others within the community

The College is a community with a large number of resident members supported by many staff. Some people choose not to drink alcohol, but the policy recognises that many people do. The College expects that the lives of those who choose not to drink, or choose to drink responsibly, should not be adversely affected by the behaviour and attitudes of others. The policy primarily points out the risks associated with excessive drinking, offering information on health and safety issues concerning alcohol consumption and advice about where help can be sought.

### N.2 The College

Alcohol plays a significant part in the social life of many students and contributes to the enjoyability of many occasions. However, a strong social emphasis on alcohol can be insensitive to others, have a corrosive effect on the academic culture of the College, or lead to anti-social behaviour that damages its character as a residential academic community.

The College encourages everyone who chooses to drink alcohol to do so responsibly, and not to abuse it. It is both wrong and dangerous to encourage others to drink more than they ought or wish to by pressing them to participate in competitive drinking games, or in forms of initiation to student societies. Organisers of student events should always make sure that there are plenty of good quality, alcohol-free drinks available. The same is true for private student gatherings.

Those responsible for organising College functions - such as the JCR, the SBR, and College clubs and societies - should ensure that excessive quantities of alcohol are not available, and that only sensible drinking takes place. All College functions are expected to operate within the spirit of the Colleges premises licence, and the governments Code on Responsible Drinking. The Dean of Discipline will not authorise any function or private party which may involve or lead to binge drinking (defined as eight or more units of alcohol in a single session for men; six for women). College clubs and societies are expected to expand their range of social events to those that do not include alcohol. In particular, college sporting societies are expected to discourage any necessary link between participation in their activities and the consumption of alcohol. It is well documented that alcohol adversely affects sports performance and

recovery. The College discourages any special promotions by College clubs and societies involving the consumption of spirits.

When offering both alcoholic and non-alcoholic drinks, food should also be served, preferably based on carbohydrate and fat. Any College event, including dinner in Hall, should be enjoyable and civilised for all present and this can only happen if individuals take responsibility for their own behaviour. Everyone is expected to treat the consumption of alcohol at these events in a way that is appropriate to the tone of the occasion. Diners should exercise restraint and not drink to excess; hosts should look after their guests and friends look after one another; everybody should show consideration towards the staff.

Students who repeatedly fail to exercise self-restraint will be asked to see their Tutor to identify the underlying problems and discuss solutions, perhaps in collaboration with the College Nurse or their GP. Alcohol lies behind many of the instances of bad behaviour that harm the character of the College. These include unsociable noise, damage to property, litter and mess, and inappropriate or discourteous behaviour towards other students, staff or members of the public. They often lead to the imposition of penalties by the Dean of Discipline, as outlined in the Student Code of Conduct.

The College treats certain kinds of conduct involving alcohol as disciplinary offences. No member of the College may be drunk and disorderly, let alone drunk to the point of incapacity. These offences routinely lead to the imposition of penalties by the Dean of Discipline. They are regarded as incompatible with ordinary adult behaviour in an academic institution and, in public, would probably lead to arrest by the police. The College is particularly intolerant of any conduct that involves forced drinking or participation in events organised by drinking societies.

The College Bar staff have a responsibility to ensure that College members and their guests do not drink to excess; those who do will be refused further service and may be asked to leave the Bar. It is illegal for Bar staff to serve someone who is clearly inebriated. Like many things in life, alcohol can be safe and enjoyable when consumed in moderation. Take care of your own consumption and be responsible in relation to that of others.

### **N.3 Health and safety issues**

There is no safe limit for drinking and some people react badly to alcohol even in small quantities. Government guidelines, however, advise that individuals should not regularly drink more than 3-4 units of alcohol for men (equivalent to a pint and a half of 4% beer) and 2-3 units of alcohol for women (equivalent to a 175 ml glass of wine or a pint of 4% beer). Regularly means drinking every day or most days of the week. As a general rule 1 unit is half a pint of beer, lager or cider, a small glass (125ml) of 13% wine, or a 25 ml measure of spirit. Spread over a week, the guidelines advise a maximum of about 14 units for women and 21 units for men.

The term binge drinking usually refers to drinking lots of alcohol in a short space of time or drinking to get drunk. Researchers define binge drinking as consuming eight or more units in a single session for men and six or more for women.

This is bad for your health and potentially very dangerous. It often leads to behaviour that puts you and other people at risk.

Regularly exceeding these limits increases the risk of certain chronic diseases and alcohol-related problems, including fatigue, depression, weight gain and poor sleep. Excessive consumption can lead to anti-social conduct, aggression, intimidation or violence. Long-term excessive use increases the risk of liver damage, heart disease, brain damage,

some cancers and several disorders of the reproductive system and sexual organs. The more the recommended limits are exceeded, the greater the risk to your health.

Some useful information on the amount of alcohol in commercial drinks can be found on the Drinkaware web site [www.drinkaware.co.uk/](http://www.drinkaware.co.uk/) and wider advice from the Portman Group web site [www.portmangroup.org.uk](http://www.portmangroup.org.uk).

## **N.4 Managing alcohol safely**

It takes your body about an hour to process one unit of alcohol, so you need to pace your drinking so that your body can cope. Also, metabolisms vary, so you need to learn how much you personally can safely drink while still remaining in control of yourself and the social situation.

- Eat before drinking: food soaks up alcohol, slowing it down on its way into the bloodstream. It will provide more energy, and lessen the effects the next day.
- Drink lighter beers: stronger continental beers are popular, but make for a messy night and a bigger hangover. The difference between a pint of 5% lager, and a 3.5% or 4% one is one unit.
- Set a drinks limit: plan what to drink in an evening and stick to it.
- Have a strategic soft drink: this keeps the body hydrated, and will lessen the effects the next day.
- Avoid drinking in rounds: this can often mean drinking at a faster pace set by another one of the group.
- Be your own person: nobody should feel as though they should have to drink something if they don't want to, and real friends should respect each other's wishes.
- Keep track of what you've had to drink. It is better to set a limit of drinks when you are clear headed and stop when you reach that limit.
- Use more mixers: diluting a drink with another mixer will make it last longer, and lessen the effects.
- Drink smaller drinks: A large glass of wine in most bars is equivalent to a third of a bottle!
- Plan your journey home. Don't leave it to chance to think about how you're going to get home, and who with, before you go out. Make arrangements before you start drinking, and make sure you don't get left to walk home alone.

The effects of alcohol can start within ten minutes and depending on the individual can last for many hours. Slurred speech, vomiting, loss of balance and distorted vision are just some of the more immediate effects of drinking on the body and, if you consume too much at once, so is unconsciousness. Alcohol drunk in gross excess at one time affects the body by depressing the brain and irritating the stomach. Someone who has drunk so much alcohol that he or she either vomits or collapses unconscious, is at risk of vomiting when asleep and inhaling their own vomit which could lead to asphyxiation. Choking to death is a real risk.

Remember that it is possible to remain under the influence of alcohol the morning after a heavy drinking bout. The Department of Health advises taking a 48-hour break from alcohol after a heavy drinking session to allow your body to recover. You should not drink alcohol at all if:

- You might be in the early stages of pregnancy

- You will be working with equipment in a practical class, operating machinery
- You may be driving a car. (CUSU has a policy that no-one should drive on official CUSU business within 48 hours of drinking.)

## N.5 Getting help

Alcohol is addictive. There is strong evidence that abuse of alcohol and alcohol dependency may stem from drinking in order to relieve stress, anxiety, and depressive thoughts all of which are not uncommon amongst a student population, and for all of which help is available. Alcohol is a depressant. It can exacerbate pre-existing depressive conditions as well as precipitate them. If your drinking habits are affecting your life and work, then you should ask for help with the issues underlying your drinking. If you, or one or more of your friends, are in this situation, the following organisations can advise you:

- The College Nurse, the Chaplain, your Tutor
- Your own GP
- University Counselling Service (01223 332865) [www.counselling.cam.ac.uk](http://www.counselling.cam.ac.uk)
- The Cambridge Drug And Alcohol Service offers a comprehensive range of services for people experiencing difficulties with alcohol (01223 723069) <https://www.changegrowlive.org/drug-alcohol-service-cambridgeshire/cambridge>
- The Student Advice Service (01223 746999) [www.studentadvice.cam.ac.uk](http://www.studentadvice.cam.ac.uk) (email:[advice@studentadvice.cam.ac.uk](mailto:advice@studentadvice.cam.ac.uk))
- Further information on alcohol (and drugs) is available on [www.talktofrank.com](http://www.talktofrank.com)

## N.6 Personal safety when drinking

Around 40% of A&E admissions are alcohol-related. Between midnight and 05:00 that figure rises to 70%. Being under the influence of drink puts you at greater risk of physical or sexual assault.

If you are going out with a group of friends, be wary of the risks of pre-drinking. It is best avoided, and very unwise indeed on an empty stomach. Most things that go wrong on a trip out to a club start with pre-drinking. You may feel fine when you leave College but soon be in a bad way once you are out.

If you are out in a group, do not abandon a member of the group and if one of you gets badly drunk, be sure to bring him or her back to College to the Porters. They will know best how to help. It is very dangerous to leave a badly drunken person on his or her own, or for him or her to be looked after by a person who has been drinking or who may not know how to look after him or her properly. The College has a student helper scheme in place to ensure the safety of badly drunken students.

Spiking of drinks with disabling drugs is an infrequent occurrence but nevertheless one of which you should be aware. It is better not to accept drinks that you have not seen being poured from people you do not know or trust.

Antisocial behaviour is often associated with excessive drinking. Although alcohol is a depressant it can exaggerate

whatever mood you are in when you start drinking. When drunk, you may unwittingly seem more threatening to others, influencing how they react to you. Avoiding violence when not fully in control of yourself can be difficult; your perceptions will be dulled, it will take you longer to react and think things through, and your judgement may be reduced. Aim to talk your way out of a situation, avoiding aggressive language, and using open body language. Bear in mind that when you have been drinking, you will be more vulnerable to difficulties and danger than when sober.

Bear in mind also that you may do things when you are drunk that you would never consider doing when you are sober. These can have life-changing consequences that neither you nor the College can put right.

# Appendix O

## Code of Conduct for Junior Members

### Operating the Bar

1. Junior Members may only supply or sell alcohol to persons over the age of 18 who are member of the College or are the guest accompanying such members. Any variation of this rule requires the personal authorisation of the Designated Premises Supervisor (Catering and Hospitality Manager).
2. Those running the bar are responsible for all aspects of the conduct of their bar. In particular they must not serve anyone who does not fall under the category above, anyone who is, or appears to be, drunk or whom they judge to have drunk enough, or whose behaviour is not conducive to good order and the licensing objectives.
3. Those manning the bar are to be trained to the satisfaction of the Catering and Hospitality Manager. Once trained, further training may be required periodically. A list of those who will staff the bar must be provided to the Catering and Hospitality Manager.
4. A list of the alcohol that it is proposed to supply, together with the proposed bar prices, is to be submitted to the Catering and Hospitality Manager before the event can be approved.
5. The relevant statutory notices as notified by the Catering and Hospitality Manager are to be on display at all times.
6. Any incidents in the bar must be reported to the Head Porter for onward transmission to the Dean of Discipline and Domestic Bursar and also the Designated Premises Supervisor (Catering and Hospitality Manager).