



# **Gonville & Caius College Cambridge**

## **College Regulations**

Readers are welcome to download a copy of this document for personal reference, but please be aware that any amendments or corrections will be made only to the version published on the following web page:

<https://www.cai.cam.ac.uk/policies>

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# THE GOVERNMENT OF THE COLLEGE

The College's present constitution is contained in College Statutes made under the Universities of Oxford and Cambridge Act 1923, as amended from time to time with the consent of the Privy Council. An up-to-date copy of the Statutes is kept in the Library.

Under the 1923 Act, the Governing Body of the College comprises the Master and all the Fellows, excluding Honorary Fellows and Bye-Fellows. The Statutes also require a General Meeting of the Master and Fellows to be held once at least in every term. The General Meeting elects the Master, the President, and the elective members of the College Council. The Governing Body can, by a majority of not less than two-thirds of those present and voting, propose alterations to the Statutes to be submitted for approval by the Privy Council; and a General Meeting can, by a two-thirds majority of those present, overrule decisions of the College Council, with certain exceptions. It can also express its opinion, and make recommendations to the College Council, on matters of general policy.

The College Council, consisting of the Master, the Senior Tutor, and the Senior Bursar, and ten Fellows (including the President) elected by the General Meeting for periods not exceeding four years, is responsible for all the ordinary business of the College, and normally meets once a fortnight during Term.

Other Fellows may be invited to attend meetings of the Council to speak, but not to vote, on particular items of business. Students are represented at College Council meetings, for all items except reserved business, by the Presidents and Vice Presidents of the M.C.R. and G.C.S.U., who may speak, but not vote, on all items for which they attend. There are several Committees on which both senior and junior members serve which make recommendations to the College Council.

# MATRICULATION

At the beginning of the Michaelmas Term, in the presence of the Master and the Tutors, all first-year undergraduates and new postgraduates are required to sign the Matriculation Registration Book of the College and to complete the Matriculation Regulation Form of the University online. In doing so they subscribe to the following declarations:

*I understand that in becoming a member of the above College I accept the responsibility of membership of the College and University community and to abide by the statutes, rules and regulations of these institutions and to do nothing that is harmful to the work or reputation of either of them.*

*I consent to the processing by the College and the University of personal data (including sensitive personal data as defined in the Data Protection Act 2018) about me for the proper purposes of these institutions.*

*I undertake to observe the Provisions of the Data Protection Act 2018 in relation to any personal data I may myself hold and process as a student of the College and the University, and I agree to indemnify the College and the University from liability for any claims or damages that may arise from the processing of this data.*

*I promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and other officers of the University.*

By signing the College Matriculation Book, each undergraduate or postgraduate agrees to the following:

*I promise that I will pay due respect to the Master, the Fellows and the Officers of Gonville and Caius College; that I will conduct myself in a quiet and orderly manner; that I will observe the Statutes of the College so far as they concern me; and that I will conform to all such orders and regulations as may from time to time be made by the Master or the College Council for the good government of the College.*

Scholars are admitted to their Scholarships at a ceremony in the College chapel during the Michaelmas term, in the course of which each reads the following declaration to the Master:

*I, A.B., elected scholar of Gonville and Caius College, promise that I will in all things obey the constituted authorities of the College, and will set an example of order, diligence, good conduct and simplicity of living to the other students of the College.*

It is in consideration of these promises that persons are admitted to membership of the University and of the College, and to their Scholarships.

# STATUTES

**The attention of members of the College is drawn to the provisions of College Statute 24, of which a complete copy is available in the Library. It provides as follows:**

## **Statute 24. Persons *in Statu Pupillari***

Members of the College *in statu pupillari* shall pay such fees at such times as the College Council shall from time to time determine. They shall moreover show due reverence and obedience to the Master and Fellows and the Officers of the College. They shall conduct themselves in a quiet and orderly manner and shall observe the Statutes and shall conform to all such orders and regulations as may be made by the Master or the College Council from time to time for the good government of the College and if any such member not being a Fellow of the College shall fail to observe and conform to all the Statutes orders and regulations aforesaid or shall be guilty of any conduct subversive of or prejudicial to discipline or good order or tending to bring scandal upon the College he shall be punished by the College Council or the Master or any Tutor Dean Lecturer or Assistant Tutor provided always that the penalty of final removal from the College or in the case of a Scholar Exhibitioner or Research Student of temporary or permanent deprivation of his status as Scholar Exhibitioner or Research Student or of any of the emoluments or advantages thereof shall be inflicted only by the College Council and that the penalty of temporary removal from the College shall be inflicted only by the College Council or the Master.

Under this Statute the College Council has made the **Regulations** that follow. These may be varied or augmented at any time.

# COLLEGE REGULATIONS

All Junior Members are responsible for following the College Regulations. Not knowing or forgetting about the rules or their consequences is not a justification for not following them.

## ACADEMIC

1. Students of the College are required to pursue their studies diligently under the direction of their Tutors, Directors of Studies, and Supervisors. Scholars and Exhibitioners are elected for one year at a time, and their awards may be renewed after satisfactory examination results and reports from their Tutors and Directors of Studies.
2. A student who has failed to be classed in an examination will not be allowed back into residence unless the College Council is prepared to make an exception for special reasons.
3. The College admits undergraduates to read for Honours or the Foundation Year Programme only, and will not normally permit them to remain in residence unless qualified to read for an Honours Degree, nor to read another subject after one examination failure has made it impossible to continue with the course for which they were originally admitted. A change of subject may be made only with the agreement of the Tutor and Directors of Studies concerned.

### *Keeping term*

4. Students must satisfy the University's requirements as to the keeping of terms for the B.A. Degree. Nine academic terms must be kept by residence and these terms must normally be consecutive. Undergraduate and postgraduate students keeping terms by residence are required to be present in Cambridge on 59 nights in each of the Michaelmas and Lent Terms, and on 52 in the Easter Term.
5. Undergraduates are required to reside during the whole period of Full Term. No undergraduate may be absent overnight from Cambridge without having obtained an Exeat from a Tutor. Nights not kept during Full Term must be kept during the periods of University Term before or after Full Term.

## DOMESTIC

### *Smoking and vaping*

6. In order to promote the health and safety of both students and staff smoking and vaping is not permitted inside any building on College sites at any time, by any person regardless of their status. The College's smoke-free policy can be found on the Venn and the College Website.

### *Use of Rooms*

7. Rooms in College are allocated to students for their personal use only. Any damage to a room or to its furniture will be charged to the occupant. Alterations to furniture or fittings may not be made nor may anything be attached to the walls so as to spoil the decoration. Cooking is only allowed in gyp rooms. Heaters may only be used with the direct authorisation of the Domestic Bursar.

### *Prohibited possessions*

8. With the exception of trained assistance dogs, animals may not be kept in College rooms. Firearms and ammunition, pyrotechnics and fireworks, air-guns, crossbows, bows and arrows, etc., may not be kept in College Rooms.

### *Noise*

9. Students of the College are expected to behave at all times in a proper and orderly manner and to avoid making unnecessary noise, particularly at night. Musical instruments, including music from radios, personal computers and tablets, mobile phones and stereos, etc. may not be played before 9.00 am or after 11.00 pm, nor at any time with windows open or in such a way as to cause disturbance or annoyance to members of the College. (This regulation applies to public rooms other than the music practice rooms as well as to private rooms. Junior members may, however, listen to instruments through earphones in their rooms at any time, provided the speakers are turned off.) Washing machines and tumble driers should only be used after 7.30 am and before 11.00 pm in the central laundry facilities.

### *Parties*

10. A party of more than ten persons with or without alcoholic liquor, whether held in College or elsewhere, requires written tutorial permission which must be emailed to the Porters' Lodge not less than three clear working days in advance. Music hours must be strictly observed for all parties in College properties, unless the permit is specifically endorsed to the contrary. Parties must end by 11.45 pm. A charge will be made by the Porters if the permission is handed in late and a further surcharge will be applied if the permission is not handed in at least 24 hours before the party. If the permission is not handed in before the party, a higher charge will be applied. This charge is in addition to any fine that may be imposed if Tutorial permission has not been obtained for the party. Permission from the Senior Tutor is required for parties in public rooms in College. Students holding parties should ensure that the rooms are cleaned after the parties so as not to leave an undue burden on housekeeping staff.

### *Overnight guests*

11. Students resident in College are permitted to accommodate a guest overnight in their rooms for not more than three nights in any consecutive seven. Students are at all times responsible for the proper behaviour of their guests in College properties.

## GENERAL

### *Conduct and behaviour*

12. Students of the College should conduct themselves in a fit and proper manner at all times and giving due consideration to the interests of others, whether members of the University, members of the local community, or visitors to Cambridge. Misconduct may be penalised under the disciplinary procedures of the College or University. Serious misconduct, amounting to criminal behaviour, will be referred to the police.

### *Harassment, bullying and sexual misconduct*

13. The College is committed to providing an environment that is free from discrimination and affirms the right of all members to be treated with dignity and respect. The College will not tolerate harassment of one member of its community by another nor sexual misconduct. The College takes allegations of harassment and sexual misconduct very seriously and may take action, including disciplinary action, in response to a complaint from a student. The College uses section 26 of the Equality Act 2010 to define harassment:

“(1) A person (A) harasses another (B) if—

(a) A engages in unwanted conduct related to a relevant protected characteristic, and

(b) the conduct has the purpose or effect of—

(i) violating B's dignity, or

(ii) creating an intimidating, hostile, degrading, humiliating or offensive environment for B...

(4) In deciding whether conduct has the effect referred to in subsection (1)(b), each of the following must be taken into account—

(a) the perception of B;

(b) the other circumstances of the case;

(c) whether it is reasonable for the conduct to have that effect.

(5) The relevant protected characteristics are—

- age;
- disability;
- gender reassignment;
- marital and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;

- sexual orientation.”

In the absence of a legal definition of ‘bullying’, the College uses ACAS interpretation of bullying at the work place.<sup>1</sup> it can be described as unwanted behaviour from a person or group that is either:

- offensive, intimidating, malicious or insulting
- an abuse or misuse of power that undermines, humiliates, or causes physical or emotional harm to someone

The bullying might:

- be a regular pattern of behaviour or a one-off incident
- happen face-to-face, on social media, in emails or calls
- happen at work or in other work-related situations
- not always be obvious or noticed by others

Examples of bullying could include:

- someone has spread a malicious rumour about you
- someone keeps putting you down in meetings

Harassment is when bullying or unwanted behaviour is about any of the 'protected characteristics' under discrimination law (Equality Act 2010) mentioned above.

Harassment and bullying may be verbal, psychological, or physical, in person or via a virtual platform, or through other methods of contact. Harassment may occur in the course of an academic, sporting, social, cultural, or other activity either within the Precincts of the College or elsewhere in the context of a person’s membership of the College, or in circumstances where the victim is a member, officer, or employee of the University or a College.

Sexual misconduct includes the following, whether or not within a sexual or romantic relationship, including where consent to some form of sexual activity has been given and then withdrawn, or if consent has been given on previous occasions:

- sexual intercourse or engaging in a sexual act without consent;
- attempting to engage in sexual intercourse or engaging in a sexual act without consent;
- sharing private sexual materials of another person without consent;
- kissing without consent;
- touching inappropriately through clothes without consent;
- inappropriately showing sexual organs to another person;
- repeatedly following another person without good reason;
- making unwanted remarks of a sexual nature.

*Instructions from College or University officers*

14. Students of the College are required to comply with any instructions given by College or University officers, or by any other person authorised to act on behalf of the College or University, in the proper discharge of their duties. They must state their names and that of their Colleges 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. Students of the College need to

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<sup>1</sup> Available at: <https://www.acas.org.uk/if-youre-treated-unfairly-at-work/being-bullied>.



interact with many of the College Fellows and staff. They are expected to be courteous and reasonable in all dealings with other members of the College and with College staff.

*Disrupting the functions of the Collegiate University*

15. Students of the College must not disrupt or impede or attempt to disrupt or impede the activities and functions of the College or of the University or of any other College.

*Freedom of speech*

16. Students of the College must not impede freedom of speech or lawful assembly within the College or the Precincts of the University (i.e. anywhere within three miles of Great St. Mary's Church). They must give any notice which is required to be given to a College or University officer under the terms of the Codes of Practice issued by the College and the University under the provisions of Section 43 of the Education (No. 2) Act 1986, the Equality Act 2010 and the Counterterrorism and Security Act 2015. (The College's Code of Practice is on the Venn, and copies of the College's and University's Codes are posted on the College notice boards.)

*Substance abuse*

17. The College takes a serious view of any form of substance abuse, whether involving alcohol or drugs. Such abuse may incur severe disciplinary measures.

*Library*

18. The rules for the use of the College Library must be strictly observed. In particular, students are reminded that guests are not permitted in the Library.

*Use of the computer network*

19. The use of the College computer network and any related facilities is subject to the 'Rules and Regulations' published by the University Information Services. Any infringement of these rules is regarded as a serious matter and may incur a fine or result in the suspension of a student's authorisation to use IT facilities in both College and University.

*Gowns in Hall*

20. Members of the University must wear gowns when dining at Formal Hall (including Guest Nights) during Full Term, and surplices or gowns at evening services in the College Chapel.

*Walking on the grass*

21. Students may not walk on the grass in the Old Courts, including St. Michael's Court, nor may they climb or sit on the roofs of College buildings. They may not play games in the courts or in the Harvey Court Gardens.

*Notices, banners etc.*

22. *Public notices:* Public notices may be posted only on approved notice boards in the College. Controversial leaflets and posters displayed in public areas of the College are likely to encourage discussion amongst students, which the College encourages. Illegal leaflets and posters should be reported to the Senior Tutor. This may include material that is threatening or abusive as per [section 5 of the Public Order Act 1986](#). Public parts of the College may not be used for display stalls, nor for fund-raising by collections or other means, and notices may not be handed out in Hall. Students are required to respect the ‘no flyers’ labels on pigeon-holes.

*Student Rooms:* Within their own rooms, students are free to display such advertisements, posters and banners as they wish, providing that they are legal. The same is true for displays in a student’s own window but students are not permitted to display such items out of the window. The College expects students to exercise tolerance but recognises that the exercise of free expression may sometimes cause offence. The College believes that such tensions are best resolved through dialogue and education. Students can raise their concerns either with each other or suggest a mediation process which can be entered into with the consent of all parties. This mediation process can be accessed through the College Discrimination & Harassment Contact (CDHC) or through a student’s Tutor. The CDHC or the Tutor will suggest a mediator acceptable to both parties and who will remain strictly neutral during the mediation process. The mediation process will not compromise free expression, except in the case of illegality, and can be terminated at any point in the process by either party. If a student believes that a poster etc. is illegal then they should write to the Senior Tutor, who will consult with the Tutors.

The College may, on occasion, require students to remove displays from windows temporarily in parts of the College where, for example, photographs are being taken for official purposes.

*Registering with a GP*

23. Students are required to register with a Medical Practitioner in Cambridge.

*Vehicular use*

24. Students of the College may not keep or use motor vehicles (other than mopeds) without permission both from the Senior Tutor and from the University Motor Proctor. Motor vehicles may be parked in Harvey Court or on any other College property only if a College Parking Permit is displayed, and they may not be parked in St. Mary’s Court. Bicycles and motorcycles kept by students must have painted on them a College number allotted by the Head Porter. They may not be ridden or wheeled through the College Courts. E-scooters are not permitted on College property.

*College bar*

25. The rules for the use of the bar in College must be strictly observed.

*Trading*

26. No trading on College premises is permitted without the agreement of the College Council.

## **FINANCIAL**

### *College bills*

27. College accounts are required to be paid by the due date quoted on the statement. Overdue accounts will be subject to administrative charges (see College Venn for details). The College reserves the right, after consideration of the circumstances of the matter, to decline to present for any degree, diploma or other qualification any member who is in debt to the College. The circumstances that the College will consider include the nature of the debt; its size; the reason for non-payment; the reasonable practicability of its payment by the student, or on his or her behalf; the likely damage to the student from non-presentation; the likely efficacy of alternative, less damaging sanctions. The College will afford the student the opportunity of commenting on those matters before reaching its decision, including through the College's informal and formal complaints and appeals procedures (General Information Handbook, Section 4).

### *Minimum Dining Requirement (MDR)*

28. Undergraduates are required to dine at, and pay for, not less than thirty-one meals in Hall in each Full Term (save for the Easter Term, for which the minimum number is twenty-seven) and in addition to pay for at least five further meals to be taken by themselves or their guests.

## **POSTGRADUATES**

29. Postgraduate Students resident in College are required to conform to the general rules for undergraduates as set out above. Postgraduates, however, do not need a formal Exeat to go away from Cambridge during Term. They must, however, inform their Tutor if they are to be away from Cambridge for any prolonged period. Postgraduate students are required to dine at, and pay for, not less than sixteen Hall dinners each term (eight dinners if married or living out).

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