

# Regulations and General Information

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for Student Members  
of the College

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2017–2018



TRINITY  
COLLEGE  
CAMBRIDGE



## THE WHITE BOOK

# Introduction

This 'White Book of Regulations and General Information' (the 'White Book') sets out in one place key information about the College and how it functions, together with the main rules and procedures that students must comply with. The 'White Book' applies to all members of the College who are undergraduate students and postgraduate students working for degrees, certificates, and diplomas.

The 'White Book' is divided into three parts with a number of appendices. The first section contains information about the academic, tutorial and welfare arrangements in College, and College policies; the second section contains information about College facilities, including catering, and details about College accounts (billing and payment); the third section sets out the College's formal Code of Discipline.

All students are expected to be familiar with the contents of the 'White Book' which should be read in conjunction with appropriate sections of the College intranet (MyTrin) and the University website. This information is important to ensure that students experience a safe, productive and enjoyable time in Trinity.

The Accommodation Handbook (see under <https://mytrin.trin.cam.ac.uk/accommodation>) gives more detailed information about the room allocation process, licence agreements, room rates and the rules governing College accommodation.

MyTrin (College intranet): <https://mytrin.trin.cam.ac.uk>

University Student Gateway: [www.cambridgestudents.cam.ac.uk](http://www.cambridgestudents.cam.ac.uk)

REVISED NOVEMBER 2017

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## **PART 1**

# **Academic & Tutorial**

## **Administration**

### **1. THE STRUCTURE OF THE COLLEGE**

#### ***Junior Members***

The student body of the College comprises around 720 undergraduate and 350 postgraduate students. Students are formally referred to as 'Junior Members' of the College in the College Ordinances.

Undergraduates of the College who go on to become postgraduates are referred to as BA students, whereas those who enter the College as postgraduates, having completed their undergraduate degree elsewhere, are called Advanced Students. Both of these groups form the graduate body of the College.

Students who, after having graduated at another University, come to take an undergraduate course in Cambridge in two years (instead of the usual three) are referred to as Affiliated Students. Undergraduates who are more than 21 years of age when they enter the College are referred to as Mature Students.

All students remain members of the College after they have completed their course of studies unless, having committed an offence against the College Ordinances or by their own request, their names are deleted from the College Boards by order of the College Council.

All undergraduates have membership of the Trinity College Student Union (TCSU), postgraduates are members of the BA Society and have the right to membership of the TCSU which will be granted upon request to the TCSU President. Elections are held annually for the TCSU and BA Society Committees,

which manage the day-to-day affairs of their members. (These are the equivalent of the JCR and the MCR in other colleges.)

### ***Senior Members***

The governing body of the College comprises the Master and about 180 Fellows who are known as the 'Senior Members' of the College. Day-to-day business is conducted by the College Council consisting of the Master, the Vice-Master, the Senior Tutor, the Senior and Junior Bursars, and nine other Fellows. The College is a Registered Charity of which the Members of Council are legally the Charity Trustees.

### ***College Officers and Support Staff***

Every student has a Tutor (section 15) and every undergraduate student a Director of Studies (section 8). In addition, students will come into contact with a number of other College Officers and support staff who are integral to the way in which the College operates.

The Tutorial Department is headed by the Senior Tutor who is supported by the Tutorial Manager, who in turn is helped by an assistant and a small team of administrators who support the Tutors, academic staff and other Fellows. In particular, the Tutorial Office staff are available every day to provide practical advice and support (e.g. letters of confirmation of student status for banks, advice about welfare support etc.). The Fellows Office and the Admissions Office also fall within the remit of the Tutorial Department. The Admissions Office comprises the Director of Admissions and two Tutors for Admissions, one for the Arts, one for the Sciences and an Administrator. Two Schools Liaison Officers (SLOs) are responsible for encouraging students to apply from as wide a range of backgrounds as possible. Tutorial staff work closely with the welfare team: the Nurse, the Mental Health Advisor (MHA), College Counsellor (section 16), and the two College Chaplains (section 58).

The Junior Bursar (JB) is responsible for the operational side of the College, for example buildings, HR and accommodation. The Senior Bursar (SB) is responsible for the financial side of the College, including its investments. Despite the names, the JB's position is not junior to that of the SB. Students are most likely to come into contact with the JB during their time in Trinity.

The Dean of College (not to be confused with the Dean of Chapel) deals with 'disorderly conduct in College'. In addition, the Dean presides over the Dean's Committee which considers cases of poor academic performance.

## 2. TERM DATES

The University's academical year extends from 1 October to 30 September, and is divided into three terms (Michaelmas, Lent and Easter) and three vacations. The term dates for 2017–2018 are provided below.

Undergraduate students are expected to be in Cambridge during the teaching term, known as Full Term, which is eight weeks long with a few days either side for private study. This is the period during which University lectures, supervisions, departmental classes and examinations take place (the main examination period is in Easter Term).

Full Term begins on Redit Day and ends on Exit Day. The College's license agreement for room rental for undergraduates allows for arrival from the Saturday night prior to the start of Full Term in the Michaelmas and Lent Terms and from the Saturday night prior to the start of Term for the Easter Term. There may be reason for students to arrive before Redit Day (e.g. for start-of-term tests) and it is advisable to check this with Directors of Studies in advance. For formal residency requirements, see below (section 3).

Further details, and term dates for the next few years, are published on the University's website, at:  
[www.cam.ac.uk/about-the-university/term-dates-and-calendars](http://www.cam.ac.uk/about-the-university/term-dates-and-calendars)

### *Term Dates 2017–2018*

<b>Michaelmas Term</b>	<b>1 October 2017 – 19 December 2017</b>
Redit Day ( <i>Full Term begins</i> )	3 October 2017
Exit Day ( <i>Full Term ends</i> )	1 December 2017
<b>Lent Term</b>	<b>5 January 2018 – 25 March 2018</b>
Redit Day ( <i>Full Term begins</i> )	16 January 2018
Exit Day ( <i>Full Term ends</i> )	16 March 2018
<b>Easter Term</b>	<b>17 April 2018 – 25 June 2018</b>
Redit Day ( <i>Full Term begins</i> )	24 April 2018
Exit Day ( <i>Full Term ends</i> )	15 June 2018

### **3. RESIDENCE REQUIREMENTS & EXEATS**

**Graduate Students** should refer to page 24.

#### ***Keeping Term***

It is a University rule that, in order to qualify for the BA Degree, an undergraduate must not only pass the necessary examinations but also 'keep terms', by residence in Cambridge (i.e. within the University's precincts) for a specified number of days, as one of the conditions for graduation. The College must certify termly that this condition has been satisfied. The University Ordinances explain this in more detail but, in effect, the minimum period for keeping term is covered by the period within each term known as 'Full Term' (see above) and all undergraduate students are expected to be resident in Cambridge at least between Redit Day and Exit Day. Students may be asked to arrive earlier or leave later (e.g. for College tests).

Please refer to the Accommodation Handbook for further information regarding occupation of rooms. Students must seek permission from their Tutors if they wish to come up early or depart after the period covered by the license agreement. Students should also let their Tutors know if they need to return to or leave College early due to illness or some other emergency. Tutors will liaise with the Accommodation Office as needed.

#### ***Exeats***

Students who spend any nights away from Cambridge during Full Term must make these up by residing for additional nights within the same term but outside Full Term. An undergraduate is normally allowed three Exeats (i.e. to be absent from Cambridge for up to three nights in total). It is not necessary to ask permission for these nights away before leaving Cambridge, but you must 'swipe out' and 'swipe in' (as mentioned in section 35). If you wish to be away for a longer period you should consult your Tutor, who may allow additional Exeats in exceptional circumstances. An undergraduate who has an Exeat must return to Cambridge before midnight on the night following the night of absence.

#### ***Overseas Students***

In addition to the University's residence requirements, under the points-based immigration system, the University has a legal responsibility to monitor the attendance and residence of all those who hold student visas under its sponsorship and the College is required to assist with this duty. Further

instructions on reporting procedures will be issued to all those from overseas who are studying here on a visa. Please note that you are required to comply promptly with any instructions or requests issued by the College in this regard and to inform your Tutor if there are any changes to your immigration status.

#### **4. ACADEMICAL DRESS**

By tradition and custom, academical dress (i.e. a gown) is worn at formal dinners in Hall, and is also worn in the University Church (Great St Mary's) and the Senate House on a few special occasions of which notice will be given. A student is required to wear a gown if called to appear before the Dean. Academical dress must not be worn directly over shirts or pullovers or over sports clothing.

#### **5. STUDENT RECORDS**

Your CamSIS record holds your personal and course details: course information will be maintained by the University and College; you are responsible for your addresses and telephone records. The University will ask you to verify your student record at the beginning of the academic year – this is called Student Registration. It is essential that you do this to make sure that the information held is correct. The contact details on your record will be used to send you important information or get hold of you in an emergency, so it is essential that these are kept updated, in particular your mobile telephone number. Overseas students sponsored by a Tier 4 visa must have a current UK address and UK telephone number on their CamSIS record.

You can log onto your CamSIS Self-Service at:  
<https://www.camsis.cam.ac.uk/students>

#### **6. GRADUATION**

Although Congregations (degree ceremonies) are held at intervals throughout the year, undergraduates proceed to their first degrees at the end of their final term, at General Admissions. In 2018, Graduation Day for Trinity College graduands is **Wednesday 27 June 2018**. Graduands and their guests attend a ceremony in the Senate House in the morning, followed by lunch in College

afterwards. Full details will be circulated to those expected to graduate at the beginning of the Easter Term.

Ordinary Congregations are held once a month during Full Term and once during the Long Vacation in July. Unlike General Admissions, which is set aside for first degrees, all other degrees – e.g. PhD, MPhil, MA, MB – as well as BA degrees, can be conferred at Ordinary Congregations.

Graduands attending an Ordinary Congregation may invite three guests to watch the ceremony at the Senate House and attend a lunch in College with their guests on the day. Graduands (only) are also invited to dinner at High Table on the evening before the ceremony.

Full details on everything to do with graduation ceremonies, including dates and how to register, can be found at: <https://mytrin.trin.cam.ac.uk/tutorial/graduation>.

## Undergraduate Study

### 7. THE UNIVERSITY

Your Faculty or Department is responsible for arranging lectures, seminars, and practicals (where relevant). You will be provided with a handbook by your Faculty or Department providing information on the facilities and services offered locally, in addition to expectations of you during your course of study. For further information, see: [www.cambridgestudents.cam.ac.uk/your-course/undergraduate-study](http://www.cambridgestudents.cam.ac.uk/your-course/undergraduate-study)

### 8. DIRECTORS OF STUDIES (DOS)

Every undergraduate student is allocated a Director of Studies (DoS) in their subject area who is the first port of call for any academic concerns or advice. Directors of Studies are 'Teaching Fellows', i.e. Fellows, who have responsibilities for teaching within the College. In certain smaller subjects, where there is not a Teaching Fellow in the relevant subject area, the College will appoint an External Director of Studies who will usually have an affiliation with another College but have exactly the same role.



Directors of Studies oversee students' academic work, advise on lectures, appoint supervisors and monitor students' progress. Students must attend a meeting with their Director of Studies at the start of each term to ensure that arrangements are in place for supervisions and for attending lectures, practicals and classes in the relevant departments. It is important that students keep in touch with their Directors of Studies throughout the year. Further information about the role of the Director of Studies can be found on MyTrin, together with an up-to-date list of current Directors of Studies. The lists will vary from year to year, particularly in large subjects where the teaching staff will share the responsibility for different groups of students.

## **9. SUPERVISORS AND SUPERVISIONS**

Directors of Studies will normally assign all undergraduates to one or more supervisors. In some subjects, this may be done by the Faculty for those in their third or fourth years. Supervisors provide personal teaching ('supervisions') regularly throughout the term. Attendance at supervisions is compulsory and any undergraduates who find themselves unable to attend at the times arranged must inform their Supervisors as early as possible. Undergraduates who fail to attend a supervision without good cause may be fined a sum equivalent to the cost of the supervision missed.

Students must do the prescribed preparation in advance of the supervision, including writing the essays or preparing the sample questions. Supervisors have the right not to supervise a student if the student has not done the prescribed work without good reason. Supervisions are an opportunity for students to ask questions about material they do not understand and to deepen their understanding of the material with the help of supervisors and through engagement with co-supervisees. Active participation is expected from all students in supervisions.

Students are given access to their termly supervision reports online using the CamCORS system. Reports are released to students once they have been seen by Directors of Studies and processed by the Teaching Office.

CamCORS: <https://camcors.cam.ac.uk/camcors>

## 10. STUDENT FEEDBACK

Students are invited to give feedback on their studies and on the College's academic provision by completing an online teaching and learning questionnaire at the end of the Michaelmas and Lent Terms.

Student feedback on teaching provision in College is essential in monitoring and, where necessary, improving the teaching and learning environment of the College. The online questionnaire is brief and students are encouraged to complete it honestly and constructively.

Students who have concerns about supervisions or any other aspect of their academic work should discuss these with their supervisor or Director of Studies, or if appropriate, with their Tutor.

## 11. EXAMINATIONS

All undergraduate courses at the University of Cambridge lead to a single degree, the Bachelor of Arts. When you graduate, providing you pass the necessary examinations, you will be awarded a BA Hons. In Engineering, Mathematics and some Natural Sciences subjects, you can study for a fourth year and obtain a second degree in addition to your BA; these integrated masters courses lead to either a Master of Natural Sciences (MSci), Master of Mathematics (MMath), or Master of Engineering (MEng).

All Cambridge courses are assessed through examinations in broad subject areas called Triposes. Each Tripos is divided into one or more Parts and you need to complete a number of Parts in one or more Triposes to qualify for the BA degree. In certain subjects, you may take preliminary examinations. No official class is assigned to the overall degree issued by the University of Cambridge. Instead, each Part of a Tripos is self-contained and you obtain separate results for each one; there is no averaging out for a final degree. When you graduate, your degree certificate will not state the subject(s) that you have studied. You do not, for example, get a BA in History but you could take a Part I in the Historical Tripos and a Part II in the Historical Tripos and thus qualify for the BA degree.

**It is a College requirement that every undergraduate should sit and pass a Tripos (or in some cases a Preliminary examination) each year.** The main examination season occurs in the Easter Term and runs over a period roughly

from mid-May through the first ten days or so of June. Some subjects have examinations throughout the course of the year.

Examination registration requires students to complete a simple online process. The Tutorial Office will send out instructions at the start of the Michaelmas Term.

The University provides students with a comprehensive transcript to supplement the degree certificate awarded at graduation. Further information about transcripts and degree certificates may be found on the University website.

## 12. PLAGIARISM

The following extract is taken from the University's statement on plagiarism, at: [www.plagiarism.admin.cam.ac.uk/what-plagiarism/students-responsibilities](http://www.plagiarism.admin.cam.ac.uk/what-plagiarism/students-responsibilities)

It is every student's responsibility to:

- **Read, and ensure that you understand**, the University-wide Statement on plagiarism [[www.plagiarism.admin.cam.ac.uk/what-plagiarism/universitys-definition-plagiarism](http://www.plagiarism.admin.cam.ac.uk/what-plagiarism/universitys-definition-plagiarism)] which defines plagiarism and the forms that it can take. The statement follows the Regulations for discipline in Statutes and Ordinances.
- **Familiarise yourself with guidance** issued by your faculty or department which outlines the referencing techniques and other academic conventions that you will be expected to adhere to. This will be given to you in your handbook or other induction materials, but if you are in doubt ask your Director of Studies or Tutor.
- **Ensure that you always follow these conventions**, and ask for clarification or support if you need it from your Director of Studies or Tutor. If in doubt about any aspect of academic integrity it is always best to seek clarification at an early stage.

The University's Resources and support pages [[www.plagiarism.admin.cam.ac.uk/resources-and-support](http://www.plagiarism.admin.cam.ac.uk/resources-and-support)] give information about the various referencing conventions in use at Cambridge and guidance on good academic practice and sources of support.

### **13. SCHOLARS**

Undergraduates who perform particularly well in examinations may be elected into Junior, Senior or Research Scholarships, and these Scholarships carry with them certain privileges (for example with respect to room entitlement and residence).

### **14. THE DEAN'S COMMITTEE**

This Committee is chaired by the Dean of College, who is the Fellow most immediately concerned with maintaining discipline, and consists of four Tutors and six other Fellows. The Dean's Committee will consider individually cases of poor examination performance, and may require that a student whose record of work has been unsatisfactory, or whose result is weak, shall not return into residence. In particular an undergraduate who is not classed in an examination is not permitted to return into residence unless the College Council, on the recommendation of the Dean's Committee or on appeal by the student concerned, decides otherwise. Furthermore, when the work of a student is found to be unsatisfactory, the case may be referred by the relevant Director of Studies for review by the Dean's Committee. The Committee may require students to explain their poor performance, either in writing or in person. If students encounter difficulties or obstacles that are preventing them from concentrating on their studies, they should discuss them promptly with their Tutor.

## **Welfare & Wellbeing**

### **15. TUTORS**

Every student has a Tutor, who is a College Fellow who looks after the general welfare of their students. All students belong to a 'Side', and each Side is under the care of a Fellow who is designated a Tutor. Those who enter the College as postgraduates, having completed their undergraduate degree elsewhere are placed on Side F under the care of one of the Tutors for Advanced Students, while those who enter the College as undergraduates are allocated to Sides A–E and G, H and J. Students keep the same Tutor throughout their time in College, allowing Tutors to maintain a close interest in their students' academic

progress and welfare, offering advice and encouragement. Tutors are Teaching Fellows but, as far as is practicable, work in a different academic field to their students. Their role is to act as advisor on personal as well as general academic matters. Their experience not only as Tutors, but also as Directors of Studies in another subject, provides them with a broad understanding of how the College and the University operates.

Students routinely meet with their Tutors for a group meeting (called a 'harangue') at the start of each term and have a brief 'exeat' meeting at the end of each term. In addition, Tutors are available during tutorial hours each weekday during Full Term to allow students to drop in to discuss any issues. Students are encouraged to make the most of this and to get to know their Tutors well.

***Tutorial Administrators*** assist Tutors in their College responsibilities by providing high-level administrative support and offering advice on student welfare matters. They are often the first point of contact for a student. The Tutorial Offices are located in **Staircase N, New Court**.

## 16. HEALTH PROVISION

There is a range of support and advice available to students at Trinity both within the College and more broadly within the University. Whilst students are encouraged to speak to their Tutors about any concerns they may have, they are supported by tutorial staff and others, below, who can provide further information or relevant expertise.

### ***The Porters***

- In the event of an emergency, please contact the Porters on 01223 338400.
- The Porters' Lodge is staffed 24/7 throughout the year.
- Porters are first aid trained and can assess a medical situation.
- Porters can despatch people to hospital by taxi if necessary without awaiting the arrival of paramedics, especially since there can be considerable delays if the Ambulance Service assess the incident as not life-threatening.

### ***Registering with a GP in Cambridge***

It is important you register locally with a GP (general practitioner); that way you can receive emergency care if you need it and access health services quickly and easily while you're at University. This is especially important if you have an ongoing health condition such as asthma, diabetes or epilepsy.

Cambridge GPs are experienced in dealing with students, and also in working with the University and Colleges. This is important if you are ill in the lead up to, or during your examinations and you need special exam arrangements or allowances to be made. You can choose to register with any local surgery. All new students are given information about registering with a GP and the College Nurse can give further details.

### ***The College Nurse, Health Centre, B, Neville's Court***

The College Nurse is available to offer help to students regarding physical health concerns. Students can book an appointment or drop in during surgery hours Monday to Friday, Full Term. There is also a physiotherapist available at the Health Centre.

If you wish to be visited by the nurse, either:

- leave a message on the Surgery answerphone (tel. 01223 338471),
- call the Porters, or
- email [surgery@trin.cam.ac.uk](mailto:surgery@trin.cam.ac.uk).

Except in emergencies, please inform the Nurse in the morning as early as possible in case it is necessary to make an appointment with a GP.

### ***The Mental Health Advisor, N12, New Court***

The College Mental Health Advisor offers specialist support and advice to all students regarding any mental health or wellbeing related issue. She is available throughout the year, Monday to Friday from 9:00 to 17:00. Students can contact her directly to arrange an appointment at [mha@trin.cam.ac.uk](mailto:mha@trin.cam.ac.uk) or telephone: 01223 747505. With their consent, students may also be referred by their Tutor, College Counsellor or College Nurse. If the situation requires a more urgent response, appointments can be arranged during the evenings or weekends.

### ***The College Counsellor, D7, Angel Court***

The College Counsellor provides a confidential counselling service for all undergraduate and postgraduate students during Full Term. Counselling offers an opportunity to talk about personal issues in a private and relaxed setting with a counsellor who is independent of the College. She offers counselling appointments on Mondays 11:00–14:00 and Fridays 14:00–17:00. If you would like to book an appointment with her, you can email her at [counsellor@trin.cam.ac.uk](mailto:counsellor@trin.cam.ac.uk) or leave her a voicemail on 01223 761532, and she will get back to you as soon as she can.

Where a student wishes particularly to talk over a problem with a woman, the College Nurse, Mental Health Advisor and College Counsellor are very willing to help. Additionally, the College has appointed a woman Fellow to act as **Advisor for Women Students** and she, too, may be consulted. To arrange an appointment, email [womensadvisor@trin.cam.ac.uk](mailto:womensadvisor@trin.cam.ac.uk).

In addition to the College health and welfare provision, students can also have access to the University Counselling Service (UCS), University Disability Resource Centre (DRC) and Cambridge University Students Union (CUSU). The College's own Student Unions (TCSU and the BA Society) also have student welfare officers.

Please visit MyTrin – <https://mytrin.trin.cam.ac.uk/health> – for information on these and other services.

## 17. DRUGS

Any member of the College suffering physically or mentally from drug-taking is urged to seek early advice. The Tutors are always ready to give personal advice and help to their students. Any member of the College who is concerned about their drug use can consult their General Practitioners in confidence, or for specialist support and intervention can contact Cambridge Inclusion, 0300 555 0101, [www.inclusion-cambridgeshire.org.uk](http://www.inclusion-cambridgeshire.org.uk). Members of the College are reminded that:

- (a) it is dangerous to take drugs other than under medical direction;
- (b) unauthorised possession of drugs, including cannabis, listed in the Misuse of Drugs Act 1971 is a criminal offence.

The College will not tolerate the unauthorised possession or use of any such drugs within the College or by members of the College. In particular, and apart from any legal consequences, any member found to have supplied anyone with such a drug, or to have knowingly assisted anyone to obtain illegal possession of such a drug, will be in serious breach of Rule 3 of the Code of Discipline (Part 3: Code of Discipline) and as such liable to expulsion from the College. The College will not protect a student from the due processes of the Law.

- (c) it is also a criminal offence to produce, supply, offer to supply, possess with intent to supply and to import or export certain psychoactive substances (so-called 'legal highs') which are proscribed under the Psychoactive Substances Act 2016.

Although possession of such substances for personal use and personal consumption is not a criminal offence under the Act, members of College who possess for their own use and/or who consume psychoactive substances on College premises or who facilitate such use will also be subject to disciplinary action.

## **18. ALCOHOL**

Excessive drinking and its consequences have become a nationwide concern. The College urges everyone who chooses to drink alcohol to do so responsibly and not to abuse it. Any College event, including dinner in Hall, should be enjoyable and civilized for all present, and this can only happen if individuals take responsibility for their own behaviour. Diners must exercise restraint and not drink to excess; hosts should look after their guests and friends look after one another; and everybody should show consideration towards staff. Organisers of student events should always ensure that there is plenty of good quality, alcohol-free drinks. A strong social emphasis on alcohol can be insensitive to those who choose not to drink it. Competitive drinking games (such as pennyng) are strictly forbidden. Those who condone, encourage, or force others to drink to excess, especially if there is any element of intimidation or bullying, will come under the serious scrutiny of the Dean. Drunkenness is not a defence, and will not be accepted as a mitigating circumstance for misconduct.

College 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 College Bar or Hall. It is illegal for staff to serve someone who is clearly inebriated.

Alcohol is an addictive drug and there is strong evidence that abuse of alcohol and alcohol dependency may stem from drinking in order to relieve stress, anxiety and depressive thoughts. Alcohol is a depressant and 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. Your Tutor will be able to offer you advice on ways to access further support.

For further information on the effects of alcohol and sources of support, see the College's Guidance on Sensible Drinking (see Appendix B).



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# Communication

## 19. COLLEGE NOTICES

**Email** is the most frequent method used by Tutors, Directors of Studies and College staff to communicate important information. Students must check their (@cam) Cambridge email regularly. It is not considered an acceptable excuse for students to say that they have not checked their email if they have failed to respond to a request or to follow an instruction.

**MyTrin**, the College's intranet system, gives access to a variety of resources and information about the College, such as arrangements for meetings with Tutors and Directors of Studies, the timeline and procedures for examination enrolment, and information about applying for awards and prizes throughout the year. There is an intranet improvement project which will see further development of MyTrin in 2017–2018.

**The Screens** (noticeboards) opposite the doors of Hall are used to post notices on behalf of College departments and other bodies within the University. Official notices from the Proctors, who are University officers responsible for upholding the Rules and Regulations of the University, are posted on these noticeboards. Proctors' notices are also on noticeboards inside the entrance to Whewell's Court (opposite the Great Gate), at Burrell's Field Porters' Lodge, and inside the entrance to the Wolfson Building.

**Pigeonholes** must also be checked regularly.

## 20. CONSULTATION BETWEEN JUNIOR AND SENIOR MEMBERS

The Liaison Committee (the President and other Trinity College Students' Union representatives, the President of the BA Society, other BA Society representatives, the Senior Tutor, the Dean of College and Bursars) meets regularly to discuss matters affecting students. Welfare matters are discussed in the Pastoral Care Committee. The Senior Tutor is always ready to discuss any matter raised by Junior Members.

In addition, the TCSU or BA Society may at any time send to the Secretary of the College Council written proposals on College matters of legitimate concern to students. After receiving any such specific proposal, the Council will as soon as reasonably possible consider it; and will then normally invite two members of the TCSU or the BA Society (as appropriate) (together with the Fellow who is Senior Treasurer of the College Union) to attend at a subsequent Council meeting for further consideration of the matter. If necessary the Council may set up an ad hoc Committee of Senior and Junior Members to consider the matter in detail, or refer it to an appropriate College Standing Committee.

## Graduate Students

### *Tutorial arrangements*

Graduate students on Side F (i.e. those who were admitted after completing their undergraduate degree elsewhere) are supported by two Tutors for Advanced Students, while those who were previously undergraduates at Trinity, and referred to as BA students, remain on their original tutorial sides. Both groups of graduate students come together as part of the College's **BA Society** (known as the MCR in most other colleges).

### *Residence*

Graduate students must keep a specific number of terms of residence and of research as defined by the University's Statutes and Ordinances. It is accepted that due to the nature of graduate study, there may be times in which you will need to be away from Cambridge. These University webpages provide further details which all graduate students should read carefully:  
[www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study](http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study)

The University requires that all students 'keep' three terms of residence (as described in section 3) before they can be awarded any degree. Additionally, graduate students must complete the number of terms of research appropriate to the degrees they are taking (e.g. nine terms in the case of research for a full-time PhD, fifteen terms for a part-time PhD). Terms of research for full-time degrees must be completed in Cambridge unless permission has been granted for a student to work away. Residence during a term is normally taken as evidence of a term of research, provided that work

is carried out to the satisfaction of the appropriate Degree Committee. No College and University fees are payable on account of this residence and normal accommodation charges apply.

**The Accommodation Handbook** (see under <https://mytrin.trin.cam.ac.uk/accommodation>) gives detailed information about room allocation, charges etc. For those living in graduate hostels and College flats, it should be noted that these are managed for the College under contract by Bidwells. Allocations are decided by the Accommodation Office, but all practical matters should be discussed with the Bidwells representative.

### **Status**

Students pursuing research studies and advanced courses are normally granted BA status if they are under 24 years of age, and MA status if they are 24 years of age or over.

**The BA Dinners** are usually held on Fridays during Term and are open to all members of the BA Society, including associate members and mature students. Tickets are booked through UpayChilli (section 55) from ten days before the dinner up to three days before the dinner, and you may additionally book for up to two guests, who must be aged 18 or over. No changes (dietary requirements, cancellations) can be made after this period. Additional guests may be applied for by e-mail to the Head of Catering, via [upay@trin.cam.ac.uk](mailto:upay@trin.cam.ac.uk), at least ten days in advance of the dinner. Members must present their University ID card when entering Hall and all guests must have ID. Dress code is smart and gowns are required for Trinity members (section 4). Prices are detailed in a separate circular on catering arrangements. For more information, including details on group seating arrangements, visit <http://basociety.net/ba-dinners>.

**The BA Rooms** serve as common rooms for graduate students and are located on 'I' staircase, Great Court. Newspapers are supplied and a television and DVD player are available. Access to these rooms will be added to the University Cards of all eligible students by the Accommodation Office.

### **Grants**

Graduate students wishing to attend conferences or travel in connection with research may be eligible for grants from the Rouse Ball Research/Eddington Fund (section 26). Grants are also available to help you with expenses involved in the typing and binding of Fellowship, PhD or MPhil dissertations – claims should be submitted via the Tutorial Office.

### ***Computers***

Subject to availability, and to a scheme of priorities, personal computers may be borrowed by students who are in the last stages of preparing a dissertation, and who do not have adequate word processing facilities in their University Departments.

### ***Junior Research Fellowship Competition***

Graduate students completing their PhD may wish to consider applying for a Junior Research Fellowship (JRF). This provides an opportunity to spend up to four years in Cambridge undertaking post-doctoral research or scholarly work at an early stage of an academic career; this research may be on a topic essentially of the Fellow's own choice, though for an experimental scientist suitable arrangements must be made with one of the laboratories in the University. Further information about eligibility and the application process is available on the website at: [www.trin.cam.ac.uk/applying/jrf](http://www.trin.cam.ac.uk/applying/jrf)

## **Financial Welfare**

### **21. STUDENT SUPPORT**

As well as dealing with the academic side of life, each student needs to manage their own finances. For Home and EU undergraduate students a major source of support will be a Student Loan and, in some cases, a Cambridge Bursary will also be available (section 22, below). For Overseas undergraduate students some balance between family support and various bursaries is likely to have been arranged.

There is detailed information about financial support on the University website at:

- **Home/EU:**  
[www.undergraduate.study.cam.ac.uk/fees-and-finance/financial-support](http://www.undergraduate.study.cam.ac.uk/fees-and-finance/financial-support)
- **Overseas:**  
[www.undergraduate.study.cam.ac.uk/international-students/financial-support](http://www.undergraduate.study.cam.ac.uk/international-students/financial-support)

For postgraduate students studying Masters courses, UK Government Postgraduate Loans of £10,280 are available to some Home and EU students. These loans are administered by the Student Loans Company. Further information can be found at: <https://www.gov.uk/postgraduate-loan>

In all cases when advice is needed on financial matters (including problems in setting up a bank account, changes in financial circumstances or seeking funding for specific projects), you should not hesitate to consult your Tutor.

For all students, Trinity has a range of various funds available to support or reward particular activities – see Prizes, Travel & Exchanges for information.

## **22. CAMBRIDGE BURSARIES**

If you are a UK or EU undergraduate student with a household income of below £42,620 then you are likely to be eligible for a Cambridge Bursary of up to £3,500 per year (2017 figures). The Cambridge Bursary is in addition to any loan for maintenance or tuition fees which students are eligible to receive from the UK government and it does not need to be repaid. Assessment for a Cambridge Bursary is carried out automatically by the Student Loans Company as part of students' applications for financial assistance from the UK Government. It is important that you supply the Student Loans Company with all the information they request, particularly correct bank details; any bursary awarded will be paid to your UK bank account in termly instalments.

Details of the scheme are available at  
[www.admin.cam.ac.uk/univ/cambridgebursary](http://www.admin.cam.ac.uk/univ/cambridgebursary)

## **23. BOOK ALLOWANCES**

Students are entitled to a book allowance of £50 for each year in which they are paying University fees. If they have underspent in one year, the balance may be carried forward to the following year. Students will receive an individual claim form at the start of the Michaelmas Term confirming the total amount available to them for that particular year (including any balance brought forward).

Completed claim forms, with receipts signed by the Director of Studies/ Research Supervisor/Tutor as appropriate, must be submitted to Tutorial Administrators. Claims can be made at the end of any Full Term during the year. Payments cannot be made to students who are out of residence but they may keep any receipts for book purchases and claim when they return into residence.

## Prizes, Travel & Exchanges

Trinity offers a number of prizes and grants to students for a wide range of purposes, some of which provide travel opportunities.

Most of this funding has been gifted to Trinity by past Members or as a means of commemorating past Members; the College is grateful for all such support.

There are several exchange schemes in place with universities in Europe, China and the USA (one student per exchange). The studentships for each scheme cover fees, maintenance and travel costs.

Awards available are outlined below; for further information, how to apply and closing dates, see MyTrin – <https://mytrin.trin.cam.ac.uk/tutorial/prizes>.

### 24. PRIZES

Name of Prize / Award	Activity	Maximum value
Alan Gray	Essay on subject relating to Musical Scholarship or the History, Criticism, Philosophy or Psychology of Music	£360
Bowen	Essay on a subject of Modern History	£480
Charles Grant Tennant	Light or Humorous Verse	£960
	Libretto for the May Week concert – stage Libretto for the May Week concert – stage	£720 £1,200
Edith Leigh	Solo performance on the piano	£500
Engineering Essay (UG)	Subject of current interest in any branch of Engineering	£480
English Essay	One of the subjects specified	£480
French Essay (UG)	A dissertation in French on any topic connected with French Literature, History, Thought, Art or Institutions.	£480

Geoffrey Hellings (UG)	Innovation and creativity in Science and Engineering	£2800
Greaves (UG)	Essay on a historical topic	£480
Gregg Bury (UG)	Greek / Latin Composition English Essay on a Classical subject	£240 £240
Hooper Declamation	English declamation on a specified subject	£480
James Webb	Essay on a specified subject in the field of the History of Ideas	£1000
Lapsley	Research proposal for work on a medieval subject	£720
Mathematical Essays (UG): <i>Adrian Weller</i>	related to application of Mathematics to Finance / Economics	£480
<i>Rouse Ball</i>	specified subject or approved subject chosen by candidate	£600
<i>Yeats</i>	specified subject or approved subject chosen by candidate	£480
Powell	English verse on a serious subject	£360
Samuel Devons (UG)	Essay on Science or its history for the purpose of better understanding and fulfilment of moral or social responsibilities	£480
Science Essay (UG)	Science topic from a specified list	£480
Takahashi (UG)	Essay on the subject of Shakespeare and the Theatre	£250
Zdanowich	Essay on any aspect of Polish studies	£1000

## 25. TRAVEL GRANTS

Name of award	Activity
Crawford Travelling Scholarship (UG)	Travel or study in Europe / Mediterranean countries to increase understanding of Modern and Medieval History and improve languages
Hollond Travelling Studentship in Law	To engage in legal research or the study of Law outside the UK
Postgraduate Travelling Studentship (PG)	Part-cost Studentships to undertake graduate study at a leading university or comparable institution outside Cambridge
Rouse Ball Travelling Studentship in Mathematics (PG)	Study of Mathematics or the application of Mathematics in a university or equivalent institution outside the British Isles

## 26. OTHER GRANTS

Name of grant	Activity
Dunlevie (UG)	To support life-enhancing activities
Language Bursaries	To undertake intensive language vacation course
Lapsley	To pursue interests in medieval studies
Major Knight	To College Clubs and Societies
Mark Pryor	Students of Biology for time at an overseas biological field station
Projects	Special projects or travel abroad with interesting purpose
Rouse Ball Research/ Eddington (PG)	To attend conferences or to travel in connection with research



Sporting Expenses	To assist with associated expenses for representing the University or the College in any sport
Thesis / Dissertation Expenses	For graduates, to help with typing and binding costs and, for undergraduates, small grants are available toward the cost of preparing dissertations for submission in University examinations

## 27. STUDENT EXCHANGES

Exchange Schemes	Activity
Abraham-Broad (Rice University)	To spend a year at Rice University in Houston, Texas
Chicago (every two years)	To spend a year at the University of Chicago
French (ENS)	To undertake a two-year Masters course at the Ecole Normale Supérieure in Paris
German (Studienstiftung)	Arranged via the German Studienstiftung to spend a year studying at a University in the Federal Republic of Germany
Lenox-Conyngham (Virginia)	To undertake the Master of Science in Commerce programme at the University of Virginia
Peking	To undertake a postgraduate course at Peking University in Beijing

## College Policies

Certain College Policies are outlined below. Full copies of all the College Policies, Codes of Practice and Procedures, including our responsibilities under the 'Prevent' duty, can be found on the College website and/or on MyTrin.

### **28. DATA PROTECTION**

It may be necessary to register personal data, whether held on a computer or otherwise, under the terms of the Data Protection Act 1998. Registration may be the responsibility of the University, the College or the individual member, depending on the purpose for which the data is held. The College's Data Protection Officer is the Junior Bursar who will provide a copy of the College Data Protection Policy on request; the policy is also to be found on the College website. Modifications resulting from the forthcoming General Data Protection Regulations, which come into force from May 2018, will be published in advance.

### **29. STUDENT COMPLAINTS**

If you wish to make a complaint about the College's services or staff, either academic or non-academic, you should consult the Code of Practice for Student Complaints which is published on MyTrin.

### **30. HARASSMENT**

Harassment of any kind, whether on grounds of race, sex or sexual orientation, political or religious conviction or otherwise, has no place in the College community.

In line with the University, the College defines harassment as single or repeated incidents involving unwanted or unwarranted conduct towards another person which it is reasonable to think would have the effect of (i) violating that person's dignity or (ii) creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Harassment 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 University, College, or elsewhere in the context of a person's membership of the University, or in circumstances where the victim of the harassment is a member, officer, or employee of the University or a College.

Unacceptable behaviour, whether intentional or not, can take a variety of different forms. The following descriptions are not exhaustive, but give an indication of the types of behaviour that the University and the College consider to be unacceptable:

- making sexually offensive comments about dress or appearance, the display or distribution of sexually explicit material, or demands for sexual favours;
- engaging in harassment on the grounds of a person's sexuality (or assumptions about a person's sexuality) including making derogatory homophobic, transphobic or biphobic remarks or jokes aimed at a particular person, offensive comments relating to a person's sexuality, refusal to acknowledge a person's gender or identity, or threats to disclose a person's sexuality to others;
- making offensive references to a person's race, ethnicity, skin colour, religion or nationality, dress, culture, background or customs;
- ignoring, disparaging or ridiculing a person because of assumptions about their capabilities, or making offensive reference to an individual's appearance, in the context of their disability;
- controlling or coercive behaviour, such as pressure to subscribe to a particular political or religious belief;
- intimidating, offensive or graphic posts on social media sites or chat rooms, or communications by email, text or instant messaging.

Any incident of harassment may result in disciplinary action, which may lead in serious cases to removal of the offending party from employment or office in the College or being sent down. Where the person responsible for the harassment is in a position of authority over or responsibility for the person harassed, that will be regarded as a serious aggravating feature of the case. Being under the influence of alcohol, drugs or other substances will not be accepted as an excuse.

Those who have been affected by such actions will find sympathetic support and advice from Tutors, the Advisor to Women Students, the Chaplains and the Dean of Chapel, the College Nurse, or the College Counsellor. Further information on sources of support may be found on the College website.

If at any stage students feel that they are being disadvantaged or are suffering reprisal from any member of the College, including the person they have made

a complaint about, as a result of complaining about harassment or sexual misconduct, they should seek guidance from their Tutor about reporting the matter to the Dean.

### **31. SEXUAL MISCONDUCT**

The College will take very seriously any allegations of sexual misconduct. Allegations of serious sexual misconduct against a Junior Member will normally be referred to the University's Office of Student Conduct, Complaint and Appeals. Details of the University Procedure are available from the University website. Students wishing to make a complaint against another student are urged to discuss their various options and possible implications of such options with their Tutors.

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 even where 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.

**Students should note that a person who is incapacitated through drink or for any other reason is unable to give consent.**

The College's Student Crisis Advisor will be able to offer specialised advice and support to students who have been victims of such actions. They will find sympathetic support from Tutors, the Advisor to Women Students, the Chaplains, the Dean of Chapel, the College Nurse, and the College Counsellor. Further information on sources of support may be found on the College's website.

Sexual assault and rape are *criminal* offences, and students will be supported to come to an informed decision as to whether to report such an incident to

the Police. However, if students decide not to report the incident to the Police, the College will not require them to do so. No inferences will be drawn from a student's decision not to report the incident to the Police.

If a disciplinary case arises which in the view of the Dean of College is serious, the Dean of College will ask the College Council to appoint a Disciplinary Committee under Statute XXXVII to hear the case.

## **32. FITNESS TO STUDY**

The College has a series of procedures that can be applied if there is any question as to the fitness of a student to proceed with their studies. There is a variety of circumstances when this may be activated. Sometimes fitness will be a matter of physical state (for instance some protracted or severe illness). It could be the mental or social state of the student, or it might relate to circumstances arising in the student's family or surroundings that could have a significant impact on their ability to study effectively. Cases may be raised directly by a student, by their friends, by a supervisor, Director of Studies or Tutor or be relayed from elsewhere in the University.

The College understands students with mental health conditions are often highly aware of their difficulties and needs, that they act responsibly in seeking help, and that doing so is right; and that asking for help does not necessarily engage this more formal process of assessment. Occasionally a situation that would normally have been considered cause for a disciplinary hearing of some sort will be judged to call for pastoral rather than punitive action and will be fed into this scheme.

The overriding aim of Trinity's procedures is to find a balance so that proper support is put in place for students to enable them to fulfil their potential while not allowing potential disruption or distraction to go untreated. Students should be given a clear understanding of the routes open to them to enable them to fulfil their potential and the procedures that the College and University will apply when dealing with them. To this end the scheme is described in terms of three stages:

**Stage 1** normally commences when a potential cause for concern is raised, often by others. In extreme or urgent cases it will be possible to escalate instantly to Stages 2 or 3. Stage 1 attempts to maintain as informal a style as possible: the student will meet with his or her Tutor and will have an

opportunity to discuss why issues of fitness to study have been raised. In some cases, at the end of such a meeting all will end up reassured and no further action will be needed, but more often some equally informal follow-up will be established to confirm that whatever gave rise to concern has been resolved. The Tutor will be able to explain University options (e.g. sometimes the availability of the Disability Resource Centre or Counselling Service, sometimes the procedures for special arrangements for sitting exams, or for seeking examination allowances). If all parties are satisfied this may complete the proceedings, but any case of disagreement or for issues that prove difficult to resolve at that level either the student or the College can escalate the case to Stage 2.

**Stage 2** is similar in intent to Stage 1, and happens entirely within the College, but involves a small panel who can take representations from the student and collect reports from others who may be involved. Its discussions will be recorded and the object of the exercise is to bring in some independent but experienced voices and seek ways in which whatever might have been disrupting or seeing to disrupt the student's progress or ability to function fully in the College environment are resolved so as to allow the student to proceed through their course and graduate successfully.

If problems remain beyond Stage 2 the College will take advantage of a University-wide scheme which is broadly similar in structure to Stage 2 but that is (a) further independent of the College and hence may be valuable if there could be seen to be any conflicts of interest arising in any internal process and (b) has stronger ultimate powers to enforce solutions in extreme cases, up to and including excluding a student from the University either on a temporary or permanent basis. It is anticipated that rather few cases will reach this level.

Incoming undergraduates are sent a copy of the University's explanation of their part of this scheme (i.e. basically Stage 3) as part of the pre-admission information pack. There are also some long notes of guidance for those who administer the scheme, which cover such issues as the ability of a student involved in one of the more formal meetings to bring along a supporter (for instance a CUSU officer as well as or as an alternative to their Tutor). But the scheme, as a whole applies to all students (both graduates and undergraduates) as well as to exchange students, students while on their year abroad and so on. It should be stressed that the Fitness to Study procedures are seen as part of the provision of pastoral care within the College and

University and not as any form of disciplinary process, and that it is very much hoped that what is called 'Stage 1' here in fact reflects what has been current practice for many years – with now the stages beyond that merely codifying how a Tutor can escalate issues that they have found intractable or a student can appeal against outcomes there that do not satisfy them.

The full Fitness to Study procedure can be found on MyTrin.

### **33. FITNESS TO PRACTISE (MEDICAL STUDENTS)**

The Medical and Veterinary courses at Cambridge, as at other UK Universities, is covered by Fitness to Practise procedures. Student doctors are studying for a degree that will automatically allow them to register provisionally as a medical professional. During their studies, they work within this professional environment and the General Medical Council (GMC) expects them to behave in a manner appropriate to their future role. The standards of behaviour expected of them are set out in a guidance published by the GMC and Medical Schools Council; students receive a copy of the guidance and the notes on the legal status of students when they join the University.

The Fitness to Practise procedures are set out in full on the University website at: <https://www.biology.cam.ac.uk/undergrads/mvst/raven/progress-panel>

This also sets out a less formal mechanism for monitoring the progress of medical students. The Medical and Veterinary Student Progress Panel backs up the College tutorial and pastoral system by maintaining a general overview of medical and veterinary student progression throughout both the preclinical and clinical course. It also monitors the cases of students who, for one reason or another, may be having problems with the course. This may be because of illness, personal difficulties or due to repeated examination failures. The Panel consists of senior members of the Faculty of Biology, School of Clinical Medicine and Department of Veterinary Medicine together with College tutorial representatives. In co-operation with Colleges, the Panel reviews student cases, with a view to offering advice and support for students who are encountering difficulties with the course. The committee is not a disciplinary body, and is set up to provide support for students and Colleges. Its basic remit is to try to ensure that students have a timely and, as far as possible, trouble free progress through the course.





## **PART 2**

# **College Facilities & College Accounts**

## **Accommodation**

### **34. COLLEGE ROOMS**

Trinity currently aims to provide accommodation for all undergraduate students for the duration of their course and for postgraduate students during the first three years of their course. For further information about living in College accommodation, including details of the room ballot process, please refer to the Accommodation Handbook.

Students living in College accommodation are expected to show respect for the environment in which they live and show due consideration for their neighbours and those working in the College.

Students should not undertake activities in their room which may disturb their neighbours; when one resident wishes to relax or unwind, another may be trying to study. They are only permitted to play musical instruments, radios, televisions, DVD players, record/CD players, computers or any other means of sound reproduction in their room between the hours of 13:00 and 22:00 provided all appropriate doors and windows are closed and never in such a way as to cause annoyance to others. The use of earphones rather than loudspeakers is encouraged. Pianos and percussion instruments are not permitted in student rooms. For further details, see the Accommodation Handbook. Cases of serious or persistent inconsiderate behaviour will be reported to the Dean of College and may result in withdrawal of College accommodation.

## 35. UNIVERSITY CARDS

All students are issued with a University Card by the University Card Office through the College's Accommodation Office. This card is used by the College for the following purposes:

### ***Opening doors controlled by SALTO locks***

Access points in and out of the College, and into certain facilities within the College, are controlled via the SALTO electronic lock system. All Trinity students will have their University Card programmed to give access to the relevant doors and facilities. It is possible to interrogate the SALTO system to establish which cards were used to operate a particular lock at a given time, although the College does not routinely monitor this data. However, in the event of a breach of security or any other cause for serious concern, the College reserves the right to scrutinise the SALTO system. For details of when the College gates are open, please refer to the Accommodation Handbook.

### ***Swiping in/out of College***

Students are required to 'swipe in/out' with their University Card at the Porters' Lodge whenever they arrive/leave College such that the College has an accurate record of which rooms are occupied. This information is used to monitor the residency requirements of the University (section 3) and also serves as a record of attendance for Student Finance and others.

Students will also need their University Card for Catering purposes and Library access (sections 45 and 59).

***Replacement University Cards*** should be ordered via the Accommodation Office, 'Z' Angel Court. The University Card Office will usually charge the College £10 for a replacement card unless the circumstances requiring replacement are clearly beyond the student's control. This charge will be passed on to the student via their College bill.

## 36. MAIL & PIGEONHOLES

### ***Post***

The letter boxes around the College are cleared at regular intervals during the day.

**Mail** is delivered within College to student mailrooms at about 11.00 and 17.00 on weekdays, during Term. There are two mailrooms in College (E Great Court and Burrell's Field Porters' Lodge). If you are a graduate student living outside College you should also check your pigeonhole frequently as mail addressed to you at Trinity College will not be forwarded to Graduate hostels outside College. Student letters cannot be delivered beyond the walls of the College, but there is a limited inter-College service run by the Cambridge University Students' Union, for which the collection point is the Great Gate Porters' Lodge.

Mail delivered via Royal Mail during the vacations may be redirected to a mailing address in the UK. Mail will not normally be redirected overseas.

### **37. LOCKERS & LAUNDERETTES**

Lockers available at King's Hostel (D Great Court) are intended primarily for use by those living in graduate hostels. You may book lockers at the Porters' Lodge for a rent of £2.50 per term and a £2.50 deposit on the key, but the College cannot accept any responsibility for items stored in them.

There are launderettes in Angel Court, Bishop's Hostel, Whewell's Court, Pearce Hostel and Burrell's Field; laundry cards are obtainable from the Porters' Lodges. See Accommodation Handbook for further information.

### **38. MAINTENANCE & REPAIR**

**The Works Department** is responsible for the routine maintenance and repair of the College buildings, employing small teams of electricians, plumbers, carpenters, painters and non-tradesmen. Where specialist maintenance is required, approved contractors are used.

Reporting faults – students should report any faults or repairs required to the Works Department using the Work Order Request application on the MyTrin website. Please see section 8 of the Accommodation Handbook for further information.

# Health & Safety

## 39. FIRE SAFETY

The College occupies a significant part of Cambridge City centre, with many old buildings, and also residential accommodation above shops used by the general public. The College works closely with the Cambridgeshire Fire and Rescue Service to minimise the risk of fire.

On first arrival at Trinity College, all students must attend the Fire Safety talk given by the Cambridge Fire and Rescue Service. It is a legal requirement that this briefing is provided to all those residing in College. If for exceptional reasons you are unable to attend, you should contact the Head Porter to arrange a separate briefing.

Students should familiarise themselves with evacuation drills and respond promptly when they hear the fire alarm. Failure to do so will be reported to the Dean of College and cases of repeated or serious breach of fire-drill procedures may result in further awareness training, fines or withdrawal of College accommodation.

***Tampering with College fire equipment*** (alarms, detectors, extinguishers etc.) puts lives at risk. Any student found to have done so will be fined £100 immediately, irrespective of any other penalties imposed by the Dean of College or any charges (e.g. for replacement or repair) applied by the Junior Bursar.

## 40. SMOKING POLICY

The College has fully implemented the Smoke-free legislation that came into force on 1 July 2007. There is a total ban on smoking in College by anyone. This covers anything that can be smoked such as cigarettes, cigars, shisha and herbal cigarettes and covers all rooms (including all student rooms) and buildings within the College. Accordingly, students of the College, and their guests, wishing to smoke must do so in the designated smoking areas, which are:

- The path around Scholars' Lawn
- The area of Angel Court bounded by the entrance to I Staircase, Great Court/ the entrance to E Staircase, Angel Court/the steps from that area to A-D Staircases, Angel Court

- Outside 'E' Staircase, Whewell's Court
- The area under the Wolfson Building South Seminar Room
- The garden areas adjacent to A and D Pearce Hostel
- The car park area between the Porters' Lodge and G Staircase, Burrell's Field
- Outside the Adrian House Seminar Room, Burrell's Field
- The Old Sports Field (but not inside the Pavilion, Sports Hall or Changing Rooms)

## Meetings & Events

### 41. INDIVIDUALS HOSTING EVENTS IN COLLEGE

Dinners, parties or meetings may only be held by students with the permission of their Tutors, and in certain cases, of the Dean as well. There are rules as to the size and duration of such gatherings in order to ensure that they do not disrupt the peace of other members. In cases where more than a certain number of persons will be present, the host is required to hire the services of Porters to be in attendance. For parties taking place in student rooms, the Head Porter will determine the permissible number of participants in light of Fire Safety Regulations. Parties are not permitted during the examination period in the Easter Term. All events in the College's Public Rooms organised by students must end **no later than 23:30** (including time to tidy up).

Details of the forms, deadlines and signatures required for events may be found on the Dean's page on MyTrin.

- If the event is to take place in a **student room**, and if more than ten people will be present, an application form must be completed and then signed by the student's Tutor.
- For a party held jointly in **neighbouring rooms on the same staircase or corridor**, one student should be designated the organiser responsible for the entire event, and obtain a Tutorial signature on the relevant form.

*Applicants must notify their neighbours about the event and ensure that they are not disturbed. The form signed by the Tutor must be handed in to the Head Porter at least 24 hours in advance of the event. The Head Porter should be consulted about Fire Safety Procedures and his decision about the number of people permitted to attend is final.*

Except with the permission of the Head of Catering, the **Old Kitchen, Allhusen Room and Private Supply Room** are reserved for dinner, lunch and drinks parties or other catering services provided by the Catering Department. All enquiries about the Old Kitchen, Allhusen Room and Private Supply Room must be made initially to the Bookings Manager at catering@trin.cam.ac.uk. You must also obtain permission from your Tutor and, if necessary, from the Dean (Section 2 of Appendix A).

## **42. SOCIETY EVENTS AND SPEAKER MEETINGS IN PUBLIC ROOMS OF THE COLLEGE**

A College society recognised by the Amalgamated Clubs Committee or a Cambridge University society recognised by the Junior Proctor may book the **Winstanley Lecture Theatre, Old Combination Room (OCR), Junior Parlour, Wolfson Seminar Rooms (North and South), Adrian House Seminar Room or Butler House Party Room** during Full Term for an event. The organiser should be a committee member of the society who has attended the Dean's induction and must be present throughout the meeting. No charge will be made for the hire of the room for a Trinity student society whereas Cambridge University societies will be charged for the use of the room. Cambridge University societies are limited to one booking in any term. All enquiries about these Public Rooms must be made initially to the Accommodation Office no later than one full week in advance of a planned event.

All society bookings of the **OCR** require the permission of the Junior Bursar; additionally, if the OCR is hired by a Cambridge University society, a Trinity Fellow must sponsor and attend the event. If food and drink are to be served in the OCR, these must be purchased from, and served by, the Catering Department.

- If **alcohol** is to be consumed in a Public Room of the College at an event organised by a student, the alcohol must be purchased from the Catering Department, and the applicant must sign a declaration.
- If **music** is to be played in a Public Room, this is to be stated on the Booking Form and approved by the Junior Bursar.
- If the event involves **a speaker**, the organiser must complete an online form about the event and the speaker. All organisers of speaker events should consult the College's Code of Practice with respect to Freedom of Speech (see Appendix A).

### ***Recruitment Events***

The College is willing to consider requests, either direct from external commercial entities or through Fellows, Alumni or College societies, for recruitment events to be held in College for such entities. Each such request will be considered on its individual merits by the Junior Bursar, consulting the Senior Tutor and Dean of College as appropriate. Where permission is given, the standard external charge will apply for the facilities provided, irrespective of whether the request comes direct or through a member of College or College society.

## **43. COMMON ROOMS**

**The Junior Common Room (JCR), the Blue Boar Common Room and the Burrell's Field Common Room** are open to all students and therefore may not be booked by individuals or societies. Societies may not organise activities to take place in these rooms. The BA Society Rooms are reserved for graduate students (see Graduate Students, page 24).

## **44. HOW TO BOOK ROOMS FOR DINNERS, PARTIES AND MEETINGS IN COLLEGE PUBLIC ROOMS**

Applications for dinners, parties and other entertainments in the **Old Kitchen, Allhusen Room and Private Supply Room** may be addressed to the Catering Department via the Bookings Manager at catering@trin.cam.ac.uk. For a dinner, party, or entertainment at which more than 30 people are to be present, the signature of your Tutor must always be obtained. Your Tutor, the Steward or the Head Porter may lower the number of people attending the event in light of Fire Safety regulations. All parties must end **no later than 23:30**.

Permission from the Head of Catering must be obtained in cases where more than ten people make a prior arrangement to dine together in Formal Hall or at BA Dinners.

Students who wish to book the **Winstanley Lecture Theatre, Old Combination Room (OCR), Junior Parlour, Wolfson Seminar Rooms (North & South), Adrian House Seminar Room, or Butler House Party Room** on behalf of a student society (registered with the Amalgamated Clubs Committee, if a College society, or with the Junior Proctor, if a University society) should

check availability with the Accommodation Office (accommodation@trin.cam.ac.uk) no later than one full week in advance of a planned event. The organiser of the event must be a committee member of the society, must have attended the Dean's induction and must be present throughout the proposed event. If a room is available, a provisional booking will be made; the student making the booking will then be required to complete a Public Room Booking Form and obtain the relevant signatures before the booking can be confirmed. Completed booking forms must be returned to the Accommodation Office at least three working days before the event. All bookings will be 'provisional' until the completed Booking Form (with the required signatures) has been received by the Accommodation Office. **Events must not be publicised before the booking has been confirmed;** students are thus urged to plan events as early as practicable. All events in the College's Public Rooms organised by students must end **no later than 23:30** (including time to tidy up).

### *Invited Speakers*

If you have invited speaker(s) to your event, you will need to familiarise yourself with the College's Code of Practice on Freedom of Speech, complete an online speaker form and obtain authorisation from the Dean (Appendix A). Completed forms for events involving speakers must be submitted to the Accommodation Office one full week in advance of the planned event.

### *Attendance of Porters*

For functions at which more than 30 people are to be present, or if your Tutor, the Steward or the Head Porter so directs, you may be required to make arrangements with the Head Porter for one or more Porters (depending on the number of guests) to attend throughout the party, and any permission for such parties is granted subject to the condition that a sufficient number of Porters is able to attend. A charge of £16.00 per hour before midnight will be made for the attendance of Porters.

### *Admission Charges*

No charge may be made for admission to any party or entertainment in College or a hostel, nor may drinks be sold without permission from the Junior Bursar or the Head of Catering.

### *Alcohol and the 2003 Licensing Act*

The supply of alcohol and provision of regulated entertainment at Trinity College falls under the 2003 Licensing Act, which regulates the supply of



alcohol in licensed areas by responsible people. The following areas have been licensed by the City Council:

Adrian House Seminar Room, Allhusen Room, Ante-Chapel, BA Rooms, Bar, Blue Boar Common Room, Bowling Green, Burrell's Field Common Room, Butler House Party Room, Chapel, Deighton Room, Fellows' Garden, Frazer Room, Hall, Junior Common Room, Junior Parlour, Master's Lodge, Master's Lodge Gardens, Nevile's Court Cloisters, Old College Office, Old Combination Room, Old Fields, Old Kitchen, Private Supply Room, South Paddock, Winstanley Lecture Theatre, Wolfson Party Room, Wren Library Cloisters.

It is a legal requirement that the Designated Premises Supervisor (DPS) authorises any event at which alcohol is to be served. The current DPSs are: the Groundsman for events at Old Field; the Head of Catering for all other events. It is advisable to seek guidance from the DPS regarding your duties and responsibilities at an early stage of planning an event.

### ***Alcohol***

If alcohol is to be served at events organised by students in the College's Public Rooms, it should be purchased from the College's Catering Department, and a permission form must be signed by the student and counter-signed by the Head of Catering (Licensee). The drinks must only be served during normal bar hours. Any application for extension of these hours must be made in writing at least two weeks in advance. Students intending to serve alcohol at their events should familiarise themselves with the College's Guidance on Sensible Drinking (Appendix B and on MyTrin).

# Catering

## 45. MEALS IN COLLEGE

(a) *During Full Term*, hot meals are served in Hall at the following times:

<b>Breakfast</b>	Monday to Saturday	08:15 to 09:30
	Sunday Brunch	11:00 to 14:00
<b>Lunch</b>		11:30 to 14:00 (these times may vary out of Term)
<b>Dinner</b>	Cafeteria	begins at 17:30 (finishing times vary – check notices and Servery boards)
	Formal Hall	20:00 (Tuesday, Thursday and Saturday)
	BA Dinner (graduates)	20:00 (Friday)
	Carvery Dinner (Sunday)	18:15

With the exception of Formal Hall, you may take meals or not, as you please, without 'signing in' in advance. You may bring up to two guests without notice at the same charge as you are paying. You will be required to present your University Card at the till for you and your guest(s). Meal charges will be added to your College Bill for the term.

It is a tradition and good custom of the College that smart dress and gowns are worn at Formal Hall and BA Dinners. At all other times when using Hall, students are expected to be properly dressed and fully clothed. The staff will not serve those who are inappropriately dressed, for example in nightclothes or dirty sports kit.

The use of cameras and mobile phones is not permitted in Hall.

If you are confined by illness, you can arrange through your Tutor or the College Nurse for food to be sent either to your room or to the Health Centre.

Eating in Hall is traditionally a central feature of life in a Collegiate University and is one which Trinity values highly. The Steward and the Head of Catering are glad to receive constructive suggestions on catering matters. The best way to bring suggestions to their attention is by writing in the Suggestions Book provided or by contacting the TCSU or BA Society, as appropriate; you are also welcome to approach them directly if you wish. If you have a problem relating to the service in Hall which needs immediate attention, you should speak to the Senior Waiter or the Manager on duty.

### ***(b) Meals out of Full Term***

Arrangements for meals out of Full Term will be posted on the Screens located outside of Hall. Normally, term-time arrangements extend a little outside Full Term and to the Long Vacation Term. At other times, lunch is usually available on weekdays.

### ***(c) Private Supply***

The kitchens can supply food, wines, beers, spirits, etc., and light refreshments for private parties in College. The Head of Catering is available to offer suggestions for menus. Private parties may also be held in the Private Supply Room (R Great Court which seats 20 people), the Allhusen Room (which seats 28 people) or in the Old Kitchen (which can accommodate up to 70 people). These rooms are usually in heavy demand, and it is advisable to book them well in advance. Written permission is necessary for dinners or parties for more than ten people (section 41).

### ***(d) The Coffee Shop and the Bar***

The College Coffee Shop and Bar serves a range of beverages and food options throughout the day. It is located in I Great Court and is open to all members of the College and their guests at the following times in Full Term (these times may vary out of term):

10:00–23:00      Sunday to Thursday

10:00–23:30      Friday and Saturday

### ***(e) College Entertainments***

No charge may be made for admission to any party or entertainment in College or a hostel, nor may drinks be sold without permission.

### ***(e) Vegan Meals***

The Catering Department is considering ways in which it might become possible in the future to prepare vegan food in the College Kitchens. However,

for a number of technical and financial reasons, it is not possible to do this at the present time. The College Council has therefore decided in the interim to exempt undergraduates who are vegans on conscientious grounds from the Kitchen Fixed Charge (section 46). If you wish to apply for exemption, you must, at the beginning of each new term, sign a certificate to say that you will not take meals in Hall, and that you will not eat non-vegan food at all anywhere else. Certificates can be obtained from your Tutor and must be countersigned by them before being presented to the Catering Department. Vegan meals can be supplied on request at the Matriculation Dinner, Graduation Dinner and Commemoration Feast.

## 46. KITCHEN FIXED CHARGE (KFC)

Unless there is a pressing medical or cultural (e.g. religious) reason why you can never take meals in Hall, a matter which you should discuss with your Tutor, you must, if you are an undergraduate, pay a contribution towards the overhead costs of catering. The charge is currently £175.47 per Term. Graduate students do not have to pay this charge but are charged more than undergraduates for individual dinners and lunches taken. Such students may find it advantageous to elect to pay the KFC and take meals during that term at the undergraduate price. Scholars who pay the KFC receive 16 free dinners per Term.

Kitchen Fixed Charge opt-out – such students who are granted an exceptional dispensation may take the occasional special meal in Hall, but will be charged at a higher (graduate) level.

## 47. PRICE OF MEALS

Food items are charged individually; however, the *approximate* costs for meals in Hall are currently as follows:

	Undergraduates	Graduates
Breakfast	£3.87	£4.20
Two-course Lunch	£4.40	£6.00
Three-course Dinner	£4.95	£6.90
Formal Hall/BA Dinner	£14.30	£14.30

You pay for meals with your University Card.

## 48. SPECIAL TABLE FOR GUESTS IN HALL

Except on Friday and Sunday, you may, during Full Term, reserve a table to be set aside for you and up to five guests to be served with the High Table Dinner (i.e. the Fellows' dinner). Details of charges without wine are available from the Catering Office, M2a New Court, but no charge is made for Fellows of the College. The meal and any wine to accompany it should be ordered from the Catering Office seven days prior to the date of the proposed Guest Table.

## 49. FORMAL HALL AND BA DINNERS

Formal Hall, which is a rather more elaborate dinner, is served on Tuesdays, Thursdays and Saturdays in Full Term. Tickets are purchased via students' Upaychilli accounts. Places in Hall may not be reserved. Groups of ten or more dining together by prior arrangement are regarded as parties and must have the permission from the Head of Catering, even when the individuals buy their tickets separately. Boisterous and noisy behaviour is an inconvenience to other diners in Hall or to catering staff and will not be tolerated. Photography is not permitted nor is the use of mobile phones. Students are responsible for the behaviour of their guests and should ensure that the correct dress code is adhered to. Academical dress is worn at Formal Hall and BA Dinners.

### ***(a) Guest Privileges at Formal Hall and BA Dinners***

When there is capacity, students may introduce up to two guests at a time on the understanding that:

- (a) The actions of their guests are the responsibility of the student hosting those guests. This applies for the entire time that their guests remain on the College premises, and so hosts should accompany their guests at all times.
- (b) Guests are expected to show consideration for other diners and members of the College, and treat members of staff with respect and dignity at all times.
- (c) Students must re-familiarise themselves with the College's Guidance on Sensible Drinking on MyTrin and ensure that their guests also drink sensibly.
- (d) Students must enter the correct names of their guests online and ensure that, when asked by members of the College staff, their guests will swiftly identify themselves and their host. Failure to do so will result in ejection of guests from College premises.
- (e) No guest under the age of eighteen may be introduced, unless by prior permission from the Head of Catering.

- (f) Games such as dropping a penny in another student's wine glass to force that person to drink up the wine, or placing a five-pence piece in another student's food to force that person to eat the food without utensils will not be tolerated. Students found to be participating in, or condoning or urging others to take part in such games will be ejected from Hall immediately, and their guest privileges will be suspended for one term.
- (g) The University Card may be used only by the authorised cardholder.
- (h) Failure to comply with these conditions, and any irresponsible behaviour or misconduct, including disrespectful attitude towards members of staff, will be referred to the Dean of College.

There are some special Dinners where guests may not be introduced.

In exceptional circumstances, and if there is capacity in Hall, students may request one additional guest ticket (in addition to the two which they are usually permitted) from the Head of Catering (catering@trin.cam.ac.uk) ten days before the date via e-mail. The header should include the intended date of dining, and the following information must be provided:

- The date they wish to dine
- Justification for an extra guest ticket
- The full names of all their guests (and College, if a member of the University)
- That they assume responsibility for the entire group
- That they have read the College's Guidance on Sensible Drinking

### ***(b) Seating at Formal Hall and BA Dinners***

The Hall is for communal dining. At Formal Hall and BA Dinners, students and their guests are therefore expected to occupy the next available seat without gaps (High Table convention). Places in Formal Hall or BA Dinners may not be reserved. Permission must be sought from the Head of Catering in cases where more than ten people make a prior arrangement to dine together. Students are reminded that, if they wish to dine as a group, it would be more appropriate to make separate arrangements elsewhere in the College.

### ***(c) Swaps***

On the understanding that the event is part of the custom of College societies entertaining each other in different Colleges, a College society recognized by the Amalgamated Clubs Committee may introduce, once a term, guests from a counterpart society of another College, provided that:

- (a) The total number in the group, including Trinity students, is no more than 30.
- (b) Each guest is assigned a specific host who is a member of the College society.

- (c) Each College society member may host up to two such guests.
- (d) Each College society member who will be hosting such guests has read and understood the College's Guidance on Sensible Drinking.
- (e) The organiser of such an event prepares a list of names of Trinity students who will act as hosts and of the names of the guests assigned to them, to be distributed to the society members and also to the Head of Catering ten days before the dinner.
- (f) The Catering Department will normally create a separate account for the College society for such an occasion and it is the responsibility of the College society to collect payment from their guests and settle the bill.

The College society planning a 'swap' must apply to the Head of Catering (catering@trin.cam.ac.uk) at the earliest opportunity, and certainly no later than two weeks before the planned date. The Head of Catering will confirm if there is capacity in Hall for the requested date. The group will be asked to sit together at a separate table so that they will be readily identifiable. Rowdy or inconsiderate behaviour towards other students or staff will not be tolerated. The host College society is responsible for the actions of their guests for the entire time they are on the College premises. Should a society be found to have encouraged or condoned irresponsible drinking or undignified form of conduct, it will lose its right to organise such an event in Hall for one term. Any case of misconduct will be referred to the Dean of College.

### ***(d) University Societies***

University societies are not permitted to dine in Hall, except with extraordinary permission from the College Council. They are welcome to make arrangements for private dining elsewhere in the College by contacting: catering@trin.cam.ac.uk.

## **IT Matters**

### **50. COMPUTING & NETWORKING**

The College has several communal student computer rooms available for the use of students of the College only, equipped in particular with printers suitable for production of dissertations etc. Entry to the computer rooms is by use of the University Card. Other persons are not permitted to enter the rooms or to

use the equipment in them and must not be invited to do so. Refer to MyTrin for more information:  
<https://mytrin.trin.cam.ac.uk/computing/students/computer-rooms>

All student rooms in College have at least one computer network point that connects to the internet via the Trinity College Data Network (TCDN) and Cambridge University Data Network (CUDN). Information on how to connect to the TCDN can be found on MyTrin:  
<https://mytrin.trin.cam.ac.uk/computing/network/connection-help>

Wi-Fi coverage is being rolled out progressively across the College to all student rooms.

## **5.1. STUDENT COMPUTER ROOMS AND IT SUPPORT**

Student computer rooms are maintained by the College IT Department and any issues or broken equipment should be reported to IT by email to [student.help@trin.cam.ac.uk](mailto:student.help@trin.cam.ac.uk).

### ***Student-owned Computers***

Students are strongly encouraged to arrange for their own support. In case of severe difficulty, the IT Department may be consulted and if 'hands-on' support is required it may be available, subject to the availability of computing staff. Computer room issues and general network problems will always be given first priority and individual students' problems will be handled on a 'first-come, first-served' basis. The owner must sign a disclaimer releasing the College from liability for any accidental loss or damage to hardware, software or data once it is left with us.

Support requests should be sent to [student.help@trin.cam.ac.uk](mailto:student.help@trin.cam.ac.uk) or by telephoning the Bishop's Hostel IT Department, network extension 38551. A student support drop-in service is run during term time Monday to Friday between 14:00 and 15:00, in the D1 Bishop's Hostel IT Office.

Students must ensure that they take all personal computer equipment home with them when they go out of residence or arrange a responsible means of disposal. The College IT Department will not deal with unwanted computer equipment owned by students.



## **52. POLICIES GOVERNING USE OF COMPUTERS**

There are strict rules governing the use of computers and the need to respect intellectual property held on computers (see Code of Discipline). Anyone using a computer connected to the College data network must comply with the Terms and Conditions for the 'Use of the College Network' set out at Appendix C. The College reserves the right to disconnect network points while problems are being investigated or if there is improper use of the network.

## **Bursary & Finance**

### **53. COLLEGE ACCOUNTS**

#### ***(a) College and University Fees***

Any fees paid by the Student Loans Company, or some other public body, will be sent direct to the College. Home/EU students who have applied for Student Support (i.e. Tuition Fee Loan or Student Loan for maintenance) must provide a copy of their Financial Notification to Members Accounts (Y Angel Court). For any students who have not applied for student support other evidence of their eligibility for public funding will be required. Unless such evidence is provided, the student will be liable personally for the College Fee. Please note that you need to re-apply for your tuition fee loan each year and that you should inform Members Accounts if you have previously had your fees paid by tuition fee loan and decide that for the coming academic year you will be paying the fees yourself or vice versa. If you are responsible for paying your own fees, you will be sent an invoice for them at the beginning of each term. No fees are charged during the Long Vacation period of residence.

#### ***(b) Charges for rooms, heating, meals in Hall and for all other services provided by the College***

Some of these items, primarily the room charge, and the Kitchen Fixed Charge (see section 46) are charged quarterly in advance, and the remaining items, such as meals, quarterly in arrears. A College bill detailing all these charges is issued at the start of each term and will be sent to your pigeonhole by Redit Day. If you have not received your bill by then or you have a query regarding the bill, please contact Members Accounts without delay. This bill also covers any

items outstanding from the previous quarter, including any adjustments where the actual charge differs from that collected in advance.

College accounts are due for payment not later than the end of the fourth week of Full Term during Michaelmas and Lent Terms and no later than the third week of Full Term during Easter Term. Tutors are informed of those who have not paid at the end of the fifth week of Michaelmas and Lent Terms and the fourth week of Easter Term. Students experiencing financial difficulties are urged to see their Tutors as soon as possible.

Students whose accounts have not been cleared and whose Tutors have not heard from them, are sent reminders by the Bursary as follows:

### **Michaelmas and Lent Terms**

- (a) The end of the sixth week of Full Term
- (b) The end of the seventh week
- (c) The end of the eighth week

### **Easter Term**

- (a) The end of the fifth week
- (b) The end of the sixth week
- (c) The end of the seventh week

The sending of each of these reminders attracts a charge of £10 for the first letter, £20 for the second letter and £30 for the third letter (totalling £60), to be added to the account; reminders are only sent to those students who have failed to see their Tutor, or the Junior Bursar, to explain why they have failed to pay their accounts.

Students still in debt at Exit Day will be required to go out of residence immediately, and the College Council may not permit them to occupy their College rooms in the following term. Tutors may support a request to the Junior Bursar to vary these sanctions, so if you have financial problems you should contact your Tutor without delay.

**Graduating students** in their final term will be required to pay catering charges in advance as part of the College bill they receive at the beginning of the Easter Term. This will be an estimated figure equivalent to the catering charges accrued during the previous Lent Term. **The College bill should be cleared in full by the last day of Full Term if they are to graduate.** Please

note that 'cleared' means that the funds have been credited to the College's account; it normally takes five working days for a cheque to be cleared; bank transfers can also take a similar amount of time. The requirement to clear College accounts in full in order to graduate will be varied only in the most exceptional circumstances.

It is the responsibility of the individual student to keep their Tutor or Tutorial Administrator informed of any **change to their personal circumstances or details**. This is important in determining fees, bursaries and, for example, the rents charged for graduate students occupying College flats. Students should also keep their address details on CamSIS up-to-date.

### ***(c) Payment of College Accounts***

Payment of both College and University Fees, and the College bill can be made by cheque (made payable to Members Accounts, Trinity College) or directly into the College's bank account by bank transfer. The details required to make a payment by bank transfer are as follows:

- Barclays Bank, Sidney Street, Cambridge.
- Sort Code: 20-17-19
- Account No. 00051942

If payment is being made from an overseas bank account you will need the following:

- IBAN No. IBAN GB26 BARC 2017 1900 0519 42
- Swiftcode/Swiftbic: BARCGB22

In order for us to be able to identify who the payment is from it is essential that you ask the bank to put your name as a reference. Please note that bank charges may be incurred.

The College is unable to accept payment in cash or by credit/debit cards in settlement of College accounts.

## **54. STUDENT LOANS**

Student loans for maintenance and Tuition Fee loans are available from public funds to a UK student who fulfils the necessary requirements taking an undergraduate course or the Postgraduate Certificate in Education. EU students qualify only for a Tuition Fee loan. You should obtain information

on how to apply for these loans from the relevant Student Finance website (Student Finance England, Student Finance Wales, Student Finance NI, Student Awards Agency for Scotland). You should consult your Tutor if you are in doubt about your eligibility or are uncertain about your application.

If you are granted a student loan for maintenance, payments will be made directly into your bank account as soon as your attendance has been confirmed to the Student Loans Company (SLC) by the Tutorial Office.

Tuition fee loans are paid directly by the SLC to the College. It is your responsibility to ensure that the SLC has up-to-date details of your bank account.

## 55. KITCHEN CREDIT AND UPAYCHILLI

**Kitchen credit** is currently £575 per term. If you should exceed your credit limit, the Catering Department offers you the opportunity to pay off part of the amount owed, thus restoring credit.

The Catering Department runs an online student service of **Upaychilli**. Students will be sent a single-use link at the beginning of the academic year in order to register their account. This link has a 48-hour activation period; if it is not activated within these 48 hours, students will need to contact [upay@trin.cam.ac.uk](mailto:upay@trin.cam.ac.uk) in order to have a new link sent out. Once the account is set up, it can be accessed both via the website and the app.

Any purchases made through the Catering Department will appear on the online statements provided by Upaychilli, which can be accessed via the app and/or website. Purchases are automatically deducted from a student's catering credit limit, and students are able to see their available credit through this service at any time.

Formal Hall and BA Dinner tickets are offered through the online service, Upaychilli.

Tickets for Formal Hall and BA Dinners are available to purchase up to ten days in advance (from 08:00), with the booking window closing three days in advance (at 20:00). Any amendment or cancellation of tickets can be made during this booking window; however, after this period, all ticket sales are final and non-refundable.

Dietary requirements must be declared at the point of booking; please ensure that any life-threatening allergies are brought to the attention of the Catering Department at [upay@trin.cam.ac.uk](mailto:upay@trin.cam.ac.uk).

## **56. COUNCIL TAX**

Students following a recognised University course are exempt from Council Tax, and properties intended solely for occupation by students (College or College hostel) are not liable. Students living in other properties are liable.

- (a) Married students living in such accommodation where the spouse is not a student are liable for Council Tax, less a 25% reduction; a certificate confirming student status is required and can be obtained through your Tutor.
- (b) Students from a one-parent family can obtain a certificate through their Tutor which may entitle the parent to claim a 25% reduction of Council Tax.

## **Other Facilities**

### **57. THE GYM**

The College Gym is located at Old Field.

All those wishing to use the gym are required to have a formal induction. Information is available via the Gym web pages on the College website. This website will list Induction sessions and classes on a weekly basis and will give instructions on how to book. Classes will also be advertised on the noticeboard outside the gym and in the Porters' Lodge at Burrell's Field. Following completion of the induction course, the student's University Card will be enabled with gym access and a charge of £30 per academic year will be made via the student's College account for use of the gym.

The badminton and squash courts at Old Field must be booked via the Porters' Lodge in Burrell's Field (or online via: [www.trin.cam.ac.uk/fieldclub](http://www.trin.cam.ac.uk/fieldclub)) and access to these facilities is with the University Card.

## 58. THE CHAPEL

All members of the College are welcome at Chapel services. The Chapel may be used at other times as a place for quiet reflection. On Sunday mornings there is a celebration of Communion (followed by breakfast), and in the evening Evensong with a visiting preacher. The College Choir, which broadcasts and records regularly, sings at Evensong on Tuesdays, Thursdays and Sundays. In addition to these services, Morning Prayer is said daily and Evening Prayer is said on Mondays and Wednesdays. A service of Compline is sung by candlelight on Wednesday evenings. Details of these and other events will be found on the termly Chapel card and on the website.

The Dean of Chapel and the Chaplains can be contacted directly or via the Chapel Secretary. The Chaplains, with the Tutors, have particular responsibility for pastoral care of undergraduate and graduate students. Although they are accustomed to treating conversations as strictly confidential, they are also able, when appropriate and with the student's permission, to liaise with Tutors and others with responsibility for pastoral care. The Chaplains make an effort to meet new members of the College during the first weeks of Term, and undergraduates and graduates are welcome to call on them during their office hours or at other times by appointment.

## 59. THE LIBRARY

The College Library includes The Reading Room, Lower Library and Law Reading Room, which contain books likely to be of use to members of the College reading for degrees, and the Wren Library which contains a fine collection of manuscripts and early printed books.

Opening hours are as follows:

### *Full Term (Michaelmas, Lent and Easter)*

<b>Wren Library</b>	Monday 09:00 to Friday 17:00 Saturday 09:00 to 13:00
<b>Reading Room and Lower Library</b>	08:00 to 01:00 seven days a week

### ***Term (outside Full Term) and Vacation***

<b>Wren Library</b>	Monday 09:00 to Friday 17:00
<b>Reading Room and Lower Library</b>	Monday 09:00 to Friday 20:00 Saturday 09:00 to 17:00

The Library will be closed 24–28 December 2017, open 29 December 2017, closed from 30–31 December 2017 and on 1 January 2018. It will also be closed on Good Friday and the three following days, and on August Bank Holiday Monday.

Any changes to the times and dates listed above will be advertised in the Library and on the Library web pages.

The College Library is for use only by members of the College. Access to the College Library is by swipe card after 18:00, Monday to Friday, after 13:00 on Saturday, and all day Sunday.

Computer catalogues for items in the Library are located near the issue desk. The computer catalogue is also accessible via the Trinity website homepage.

Items may be borrowed from the Reading Room and the Lower Library: loan rules are published in the Library Guide, and are also available via the library web pages. Fines are levied for overdue items. Items borrowed over the vacation are due back on the first day of the following Full Term. The University Card is required when borrowing items. A small computer room is available for student use on the first floor of the Library; use of all computers in the Library is governed by the same regulations with respect to the Data Protection Act 1998 and to intellectual property mentioned in Section 28.

Further information about the Library is published annually in the Library Guide, copies of which are distributed to all new members of the College. The Library Guide is also available on the library web pages. Readers will be required to pay for loss of, or damage to, items for which they are responsible. Smoking, including e-cigarettes, is not allowed. Only bottled water or water from the dispenser in the Catalogue Room may be drunk. Eating is not allowed in the Library.

The Law Reading Room is situated in F staircase, Bishop's Hostel. Books may not be borrowed from it, but it is open 24 hours a day to those reading Law by means of the University Card.

Students who wish to use a University Library in or near their home town during vacations may be able to do so, on presentation of their University Library Card.

## **60. COURTS & WALKS**

### ***The Fellows' Garden and Burrell's Field***

The Fellows' Garden on the west of Queen's Road is open to all members of the College. After dusk the recommended route to and from Burrell's Field is via Burrell's Walk. The gates are operated by an appropriately-programmed University Card. You should be careful crossing the busy Queen's Road and are advised to use the safety island set in the middle of the road as an aid to crossing.

### ***Walking on the Grass***

Students are not allowed to walk on the grass in the Courts, on the lawns of the Backs on the east side of the river, or on the North Paddock.

### ***Barbecues***

Private barbecues are prohibited anywhere in College at any time.

### ***Roof Climbing***

Climbing on the stonework and roofs and walking along the leads has contributed substantially to the deterioration of the fabric, which costs large sums to maintain and repair. The practice is most strictly forbidden, and severe penalties will be imposed on offenders.

### ***Filming***

Any filming within the precincts of the College (including Courts, public and private rooms) requires the permission of the College in advance. Students who wish to seek such permission should consult the Junior Bursar.

### ***The Backs***

Tennis, croquet, frisbee and soft ball games are permitted on the South Paddock only. Boots with studs should not be worn. Picnics and parties are not allowed anywhere on the Backs, unless events are organised by College Clubs and Societies.

### ***Drone Policy***

In light of the guidelines shown on the Civil Aviation Authority website, the College Council agreed that the private flying of drones over College property is prohibited.



## 61. BICYCLES, MOTOR VEHICLES, PUNTS AND ROLLERBLADES

### *Bicycles*

University regulations require that bicycles belonging to students bear a College registration number. Trinity students may bring ONE bicycle only to College, which must be registered at the Accommodation Office (Z Angel Court) at the start of each academic year. The sticker must be affixed to the frame of the bicycle in a prominent position.

Students are strongly encouraged **not** to bring valuable bicycles into College; anyone wishing to have an expensive specialist bicycle in College does so at their own risk. Bicycles must not be left in any Court, staircase entrance or communal area, nor may they be kept in students' rooms.

A limited number of spaces in the basement bicycle stores located at Great Gate, 'K' Whewell's Court and Blue Boar Court (near Gifford Place) are available for students. Students eligible to apply for a space will be contacted by the Accommodation Office before the start of each Michaelmas Term; stalls are then assigned via a random ballot at the beginning of each academic year. Students allocated a space will be issued with a sticker showing the stall number, which must also be affixed to the frame of the bicycle in a prominent position. At the end of the academic year students should either remove their bicycle or obtain permission from the Accommodation Office to leave it in College over the Long Vacation. Students who are not returning to College the following year must remove their bicycle from College premises when they leave at the end of the Easter Term.

Access to the basement store(s) is only given to those with a designated space; under no circumstances should the bicycle store gates be wedged open. Students are strongly advised to ensure that they secure the frame of their bicycle, as well as the wheel, to the stall. The College accepts no responsibility for loss or damage of any bicycles on College premises, including those held in the basement bicycle stores.

Bicycles not displaying a current registration sticker, or found in the incorrect stall in a basement store, will have a note attached advising the owner that the bicycle will be removed by the Works Department. If the owner does not register or move the bicycle, it will be removed and placed in storage for six months prior to disposal. Students who wish to retrieve their bicycle will be required to pay £15 for the recovery of the bicycle. The College does not accept any liability should it be necessary to cut locks or chains to remove an unregistered bicycle.

Bicycles must not be ridden in College, including within Burrell's Field or along the Avenue, and they may not be taken into the Fellows' Garden. They must not be wheeled across Great Court unless the Bishop's Hostel gate is closed, when they may be wheeled along the east and south sides.

Students should ensure that their bicycles are adequately insured – note that your home insurance policy will not normally cover a bicycle kept in Cambridge. The College's collective 'Possessions and Room Insurance' covers pedal cycles up to the value of £200.

The College has a small number of cycle lockers at Old Field which have been reserved for students who are members of University/College Sports teams and so need to bring a competition bicycle to Cambridge. If you wish to apply for one of these lockers, please ask the Accommodation Office for an application form.

Cyclists are strongly advised to wear safety helmets when cycling in Cambridge and to ensure that they have functioning lights on their bicycles when riding in the hours of darkness. Similarly, cyclists should observe all traffic regulations, including one-way streets, and should be aware that they may be held legally liable for any accidents or damage in which they may be involved.

### ***Motor Vehicles***

Motor vehicles (including motor cycles, motorised bicycles and scooters) must not be parked on College premises, either on the main site or on Burrell's Field. If you wish to bring a vehicle into College for more than a brief period for loading or unloading at the beginning or end of Term you must display a temporary parking permit in the window of the vehicle, having first obtained the permit from the Porters' Lodge. You must move your vehicle at once if requested to do so by a Porter. There are strict University regulations regarding motor vehicles (see [www.proctors.cam.ac.uk/motor-proctor](http://www.proctors.cam.ac.uk/motor-proctor)). Permission to park vehicles in College overnight will only be given (by the Junior Bursar) in the most exceptional circumstances.

### ***Punts***

You must not moor a punt or any other type of boat on the Backs. If you own a punt it must be registered and marked (check this with the Junior Bursar). College punts are available to hire at a reduced rate on production of your College card every day during the summer months from 10:00 to 18:45.

### ***Rollerblades and Skateboards***

Neither rollerblades nor skateboards may be used within the confines of the College, including Burrell's Field.

## **PART 3**

# **Code of Discipline**

## **Introduction**

Members of the College are reminded that they are also members of the University and must abide by the University's Regulations, in particular those on Discipline (University Ordinances, 2008, p.196–199).

Practical issues concerning misuse of College accommodation, unless serious, will normally be dealt with by the Junior Bursar. Minor disciplinary matters will normally be resolved by the Tutor who may impose a fine or minor punishment proportionate to the offence. More serious disciplinary matters will normally be resolved by the Dean of College having notified the student's Tutor. A student summoned by the Dean may be accompanied by their Tutor. A fine or punishment proportionate to the offence may be imposed.

If a disciplinary case arises which in the view of the Dean of College is serious, the Dean of College will ask the College Council to appoint a Disciplinary Committee under Statute XXXVII to hear the case. Serious cases include those where the College has been brought into significant disrepute or otherwise scandalised by conduct fundamentally contrary to the purpose of the College. A request to appoint a Disciplinary Committee under Statute XXXVII will normally be made after consultation with the Tutor(s) of the Junior Member(s) concerned. The College's Disciplinary Procedures for Junior Members will then be followed. These procedures are published on MyTrin and can also be found under Appendix E.

The first part of this booklet and its appendices include a variety of instructions with which members of the College are expected to comply, as they are also expected to comply with the ordinary rules of behaviour necessary in a residential community whose primary purposes are education, learning, and research. The following Code of Discipline, which is partly modelled on the University's Regulations, is not exhaustive, but infringement

of any of the rules which it contains will be treated as a particularly serious breach of discipline. A student involved in a disciplinary matter is advised to consult his/her Tutor.

## The Code of Discipline

The College reserves the right to expel from the College any Junior Member who commits a serious breach of any of the rules below, irrespective of any legal sanction that may be applied.

### ***1. Obedience to College authorities***

All members of the College shall comply with instructions given in the discharge of their duties by persons (including Porters) who are authorised to act on behalf of the College.

### ***2. Obligation to identify oneself to College and other authorities***

All members of the College shall state their names when asked to do so by persons (including Porters) who are authorised to act on behalf of the College, by a Proctor, Pro-Proctor, or other person in authority in the University or while on or near the premises of another College, by any person in authority in that College.

### ***3. Drugs***

No member of the College shall possess, or use, or supply to another person any unauthorised drug (section 17). The supply of any unauthorised drug will constitute a very grave offence.

### ***4. Drunken and disorderly behaviour***

No member of the College shall behave in a drunken or disorderly manner either on College premises or in any other parts of Cambridge (whether publicly or privately owned). Drunkenness will not be accepted as an appropriate defence to any charge of misconduct which may arise from an alleged breach of the College's Code of Discipline.

### ***5. Violent and threatening behaviour***

No member of the College shall engage in any violent or threatening behaviour, whether directed against another member of the College, any employee of

the College, or otherwise (see also Harassment, section 30). Physical attack or physical threat, even if occurring in conjunction with intoxication, will be regarded by the College authorities as deserving of the severest penalty.

### ***6. Safety of persons and property***

No member of the College shall act in such a way as to cause unnecessary risk to the health or safety of any person on the premises of the College, of another College, or of the University, and no member of the College shall act in such a way as to cause unnecessary risk of damage to the property of any such person. In particular:

- (a) No member of the College shall make improper use of fire extinguishers, or any other items of fire equipment;
- (b) No member of the College shall interfere with or disconnect or disable any fire detection device or system or fire alarm or system installed in the College or its properties;
- (c) None of the facilities or equipment provided by the College shall be used and no equipment of any kind shall be installed or used in such a way as to create a risk of fire.

### ***7. Roof Climbing***

No member of the College shall climb on to the roofs or any other part of the fabric of the College or on to any scaffolding which may from time to time be erected on the College buildings (section 60).

### ***8. Theft and related misconduct***

No member of the College shall commit theft, or take any person's property without consent, or obtain any service or services dishonestly, whether on College premises or otherwise.

### ***9. Damage to property***

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

### ***10. Occupation or use of property***

No member of the College shall occupy or use any property (including computer-stored information) of the College, of another College, or of the University except as authorised by the College concerned or by the University.

***11. Harassment***

No member of the College shall engage in any act of harassment directed at any other member of the College, member of staff of the College, or any other member, office-bearer or employee of the University. In this context harassment shall bear the meaning attributed by the section in this booklet entitled 'Harassment' (section 30) and shall include any act which violates the dignity or privacy of another individual whether through the misuse, interception or disruption of mail or e-mail communications or by any other means.

***12. Disruption of meetings, etc.***

No member of the College shall disrupt, impede, or attempt to disrupt or impede, meetings, functions, or other lawful activities held or being carried on within the College or elsewhere within the Precincts of the University (the 'Precincts of the University' include all places within three miles of Great St. Mary's Church and certain other places).

***13. Freedom of Speech***

No member of the College shall impede or otherwise interfere with freedom of speech or lawful assembly within the College or elsewhere within the Precincts of the University (see Appendix A).

***14. Guests***

No member of the College shall accommodate a guest overnight in his or her College room unless he/she has first signed the Guest Register in the Great Gate Porter's Lodge or Burrell's Field Porter's Lodge if resident there. No guests under the age of 18 may be accommodated in College. For further information regarding accommodating overnight guests in College, please refer to the Accommodation Handbook.

***15. Motor vehicles***

Subject to what is said in section 61, no member of the College shall, without the authority of the Junior Bursar, bring or park any motor vehicle within the College grounds.

# Appendices

## Appendix A: Code of Practice for Freedom of Speech

Code of Practice issued in light of Section 43 of the Education (No. 2) Act 1986, the Equality Act 2010 and the Counter-Terrorism and Security Act 2015.

### 1. INTRODUCTION

It is a paradoxical consequence of the above legislation, the object of which is to safeguard freedom of speech, that it forces the College to institute a process of regulation which must inevitably limit in some degree the freedom and discretion of organisers of meetings, but we hope that the Code of Practice has been framed in such a way as to minimise this effect.

- 1.1 Section 43 of the Education (No. 2) Act 1986 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.
- 1.2 The Section also requires the College to issue and keep up to date a Code of Practice to be followed by the Master, Fellows, students, other members, Fellow Commoners, and employees of the College about the organisation of meetings that are to be held on College premises, and about the conduct required for 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 College's premises, outdoor as well as indoor.
- 1.3 In this Code of Practice a 'meeting' includes any function, dinner, party, or other entertainment or activity. However, the provisions of the Code shall not normally apply to the following categories of meeting: College lectures,

supervisions, and seminars; College functions; entertainments given by Senior Members of the University at which no person is invited to make a speech; gatherings of College societies at which no person is invited to make a speech; services in College chapel; wedding receptions; organised musical and dramatic activities; organised sports. However, the organisers of such meetings are reminded:

(a) that the Dean of College should be informed if they fear that freedom of speech may be endangered;

(b) that although this Code of Practice does not apply to such meetings, the ordinary College regulations as to discipline do apply.

- 1.4 The attention of members of the College is drawn to the following College regulations for discipline:

(a) **Disruption of meetings, etc.** No member of the College shall disrupt, impede, or attempt to disrupt or impede, meetings, functions, or other lawful activities held or being carried on within the College or elsewhere within the Precincts of the University (the 'Precincts of the University' include all places within three miles of Great St. Mary's Church and certain other places).

(b) **Freedom of Speech.** No member of the College shall impede or otherwise interfere with freedom of speech or lawful assembly within the College or elsewhere within the Precincts of the University.

These regulations apply to all meetings held on College premises, including meetings organised by conferences and other outside bodies. Members of the College are reminded that actions that disrupt meetings or impede freedom of speech or lawful assembly will also constitute offences under the University's regulations for discipline: see (4) below.

- 1.5 In order for the College to be able to take such steps as may be necessary to ensure freedom of speech as required under Section 43 of the Act and the Equality Act 2010 and to fulfil its obligations under the Counter-Terrorism and Security Act 2015, notice of proposed meetings, functions, or other activities must be given in accordance with the following paragraphs.

## 2. ORGANISATION OF MEETINGS ON COLLEGE PREMISES

- 2.1 Students who wish to arrange any meeting (including dinners, parties, and other entertainments) to which any speaker is invited should discuss the event with their Tutor at the earliest opportunity. The identity of the speaker(s) should be disclosed, along with the nature and subject of the proposed talk.



You will be asked to complete an online Speaker Form (on MyTrin) in full by providing details of the person taking responsibility for the meeting, the date and time of the meeting, the place, the names, addresses and Colleges (if any) of the organisers, the name of the organisation making the arrangements, the name of any expected speakers, and whether or not they are members of the University. The organiser of the event must be a committee member of the society, and must have attended the Dean's induction session (the names of organisers thus registered are available on the Dean's webpage).

Party forms are available from the Tutorial Office and a room-booking form will be sent to you by the Accommodation or Catering Department once a provisional booking has been made. Party and room-booking forms require your Tutor's signature, so you should plan to see your Tutor during office hours. Additional signatures may be required if you wish to film, serve alcohol, or play music at the event (section 42), so you should plan your event well ahead of time.

- 2.2 The online Speaker Form must be submitted at least seven days (but preferably much earlier) before the proposed event. The Dean of College is empowered to impose conditions or to refuse permission for the meeting to be held. The Dean will issue an online authorisation which may include additional conditions or modifications to the event. Students are urged to submit their forms well ahead of the scheduled event in order to accommodate any modifications requested by the Dean. On authorisation from the Dean, the Speaker Form should be printed out and signed by the organiser, screened by the Head Porter, and then returned to the relevant booking office (i.e. the Accommodation Office or Catering Department) seven days before the event. Once the Forms are received by the booking office, the provisional booking will be confirmed. Events may not be advertised until the booking is confirmed.
- 2.3 The organisers of a meeting to which (2.1) applies must comply with any conditions set by the appropriate College authority 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, that an adequate number of stewards shall be available, that the services of the Porters shall be hired, that the police shall be consulted, and that the time and place of the meeting shall be changed. In extreme cases the College reserves the right to cancel or terminate a meeting. Students may appeal the Dean's decision through their Tutor (see College's Policy regarding Events involving External Speakers and External Audiences, 4.7, on MyTrin).

- 2.4 Senior Members who have invited a speaker to an event in College may wish to approach the Dean of College for guidance about their responsibilities in line with this Code of Practice. Further information is available in the College's Policy regarding Events involving External Speakers and External Audiences.

### **3. CONDUCT OF MEETINGS ON COLLEGE PREMISES**

- 3.1 The organisers of any meetings on College premises, and persons attending such meetings, must comply with instructions given by any person authorised to act on behalf of the College (including the Proctors) in the proper discharge of their duties. The attention of members of the College is drawn to the following College regulations for discipline:
- (a) **Obedience to College authorities.** All members of the College shall comply with instructions given in the discharge of their duties by persons (including Porters) who are authorised to act on behalf of the College.
  - (b) **Obligation to identify oneself to College and other authorities.** All members of the College shall state their names when asked to do so by persons (including Porters) who are authorised to act on behalf of the College, by a Proctor, Pro-Proctor, or other person in authority in the University, or while on or near the premises of another College, by any person in authority in that College.
- 3.2 Any person attending a meeting may be required at any time to leave the place at which the meeting is held and, if not a resident member of the College, to leave the premises of the College notwithstanding any payment he may have made to attend the meeting.

### **4. THE UNIVERSITY**

The provisions of Section 43 of the Education (no. 2) Act 1986, the Equality Act 2010 and the Counter-Terrorism and Security Act 2015 apply also to the University in respect of all its members, students, and employees and to 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 (University Ordinances, 2016, p.191–192).

1. 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 of any College.
2. No member of the University shall intentionally or recklessly impede freedom of speech or lawful assembly within the Precincts of the University. No member of the University shall 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 or her 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 by any other person in authority in the University or in any of the Colleges in the University.

## **5. OTHER LEGAL REQUIREMENTS**

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

## **6. APPLICATION OF THE CODE**

- 6.1 Section 1.3 explains which types of meetings are covered by the provisions of this Code, and which are not. Any person who is in any doubt about the application of this Code of Practice to any meetings or public gatherings in the College is under an obligation to consult the Dean of College (or his deputy) who will determine whether the provisions of the Code apply.
- 6.2 Breach by any members of the College of any of the requirements of this Code will be treated as a disciplinary offence.

## Appendix B: Guidance on Sensible Drinking

Alcohol is a drug, albeit a legal one; indeed, it is the UK's favourite drug. Excessive drinking and its consequences have become a nationwide concern. The College urges everyone who chooses to drink alcohol to do so responsibly and not to abuse it. Some students choose not to drink alcohol at all; many others drink safely without any problems or impact on their studies – but not all. For many students, University events may be the first time that they encounter alcohol in significant amounts, and it is important that you understand the risks associated with drinking and your responsibilities when organising events which serve alcohol. The first part of this document explains the dangers of alcohol abuse and guidelines for sensible drinking. The second part of this document sets out this College's expectation of its students regarding alcohol consumption. The purpose of this document is to encourage a culture of self-regulation which involves respect and care for oneself and for others.

### 1. HEALTH & SAFETY

- 1.1 Official guidelines recommend no more than three to four units a day for adult men and two to three units a day for adult women. As a general rule one unit is half a pint of beer, lager or cider, one small glass (125ml) of wine, or a 25 ml measure of spirit. So safe drinking means about 14 units for women and 21 units for men per week – that is, spread over the week. Binge-drinking all 14 or 21 units at once is bad for your health and potentially very dangerous. However, these are only approximate guidelines: for instance, a small (125ml) glass of Jacob's Creek red wine (as a popular example) contains 1.6 units of alcohol. Some useful information on the amount of alcohol in commercial drinks can be found on the Drinkaware website ([www.drinkaware.co.uk](http://www.drinkaware.co.uk)) and wider advice from the Portman Group website ([www.portmangroup.org.uk](http://www.portmangroup.org.uk)).
- 1.2 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, and you need to learn how much you personally can safely drink while still remaining in control of yourself and the social situation. The effects 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, if you consume too much at once; so is unconsciousness. Drinking

large amounts too rapidly can lead to alcohol poisoning, which can be fatal, as can the combination of unconsciousness and vomiting. Excessive consumption can lead to anti-social conduct, aggression, intimidation or violence. Long-term use is linked to liver damage, heart disease, brain damage, some cancers and several disorders of the reproductive system and sexual organs. Remember that it is possible to remain under the influence of alcohol the morning after a heavy drinking bout. Spend 48 hours without alcohol to allow your system to recover.

- 1.3 You should not drink alcohol if:
  - You might be in the early stages of pregnancy
  - You will be operating machinery, or equipment in a practical class
  - You may be driving a car. CUSU has a policy that no-one should drive on official CUSU business within 48 hours of drinking.
- 1.4 National statistics indicate that the prevalence of hazardous drinking in the 16–24 age group is over 50% for men and 30% for women – the highest prevalence for any age group. Like many other University towns, the local NHS has expressed concern about the level of alcohol related admissions to Addenbrooke's Hospital.
- 1.5 Alcohol is an addictive drug and 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 among a student population, and for all of which help is available. Alcohol is a depressant and can exacerbate pre-existing depressive conditions as well as precipitate them.
- 1.6 An estimated 23,000 alcohol-related incidents take place in Britain each week. Being on the streets under the influence of drink puts you at greater risk of physical or sexual assault. So for safety, stay with friends, look out for your friends, do not walk back to your College alone at night, and take extra care on night-time roads. You should also be alert to the risk of drink spiking.
- 1.7 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. But always bear in mind that when you have been drinking, you will be more vulnerable to difficulties and danger than when sober.

- 1.8 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:
- UCS (01223 332865, <https://www.counselling.cam.ac.uk>)
  - Cambridgeshire Drug And Alcohol Team (01223 699680)
  - Inclusion, 1a Fortescue Road, Cambridge CB4 2JS, 0300 555 010

## **2. EXPECTATIONS OF THE COLLEGE**

- 2.1 Organisers of student events should always ensure that there is plenty of good quality, alcohol-free drinks. They should ensure that excessive quantities of alcohol are not available, and that only sensible drinking takes place. *A strong social emphasis on alcohol can be insensitive to those who choose not to drink it.* No one should encourage others to drink more than they ought or wish. Competitive drinking games (such as pennyng) are strictly forbidden. Those who condone, encourage, or force others to drink to excess, especially if there is any element of intimidation or bullying, will come under the serious scrutiny of the Dean. If members of a College society are found to have collectively participated or organised drinking games, Decanal sanctions will be placed on the society as a whole.
- 2.2 Any College event, including dinner in Hall, should be enjoyable and civilized for all present, and this can only happen if individuals take responsibility for their own behaviour. Diners must exercise restraint and not drink to excess; hosts should look after their guests and friends look after one another; and everybody should show consideration towards staff. If a diner is behaving inappropriately a member of the Catering staff may intervene, and students are expected to comply promptly with instructions from the Catering staff. College 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 or the Hall. It is illegal for staff to serve someone who is clearly inebriated.
- 2.3 Students who repeatedly fail to exercise self-restraint will be asked to see their Tutor to identify any underlying problems and discuss solutions. There is also a wide network of support among the welfare team in the College, including welfare officers of the TCSU and the BA Society, who are all able to offer sympathetic support and concrete advice. Some students in the past have found such support helpful and effective in following through with solutions.

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- 2.4 If there are any recurrent problems, they may be regarded as disciplinary offences to be referred to the Dean and/or the Senior Tutor. Drunkenness is not a defence, and will not be accepted as a mitigating circumstance for misconduct. The College will normally expect individuals concerned to pay any bills arising from soiling or damages caused to properties. It should be noted that some bills have in the past run to well over £1,000.
- 2.5 Like many things in life, alcohol can be safe and enjoyable when consumed in moderation. Take care of your own consumption and be responsible for drinking behaviour of others.

## Appendix C: Terms and Conditions for the Use of the College Computer Network

The College reserves the right to disable any network connection while investigating suspected non-compliance with the TCDN/CUDN rules and policies. The IT Office will re-enable the network connection when the problem has been resolved satisfactorily. Each user is responsible for all use of his/her assigned network connection. Network use conditions:

1. Network traffic amounts, outside the Cambridge domain, will be limited to 10 GB (daily), inside the domain will be limited to 30 GB (daily). For further information on the College Firewall, see <https://mytrin.trin.cam.ac.uk/computing/network/firewall>.
2. It is expressly forbidden to run any peer-to-peer software. Read more, at <https://mytrin.trin.cam.ac.uk/computing/policies/peer-to-peer>
3. Every effort must be made to keep networked devices secure against attack; the operating system kept up-to-date with all the recommended patches, service packs, etc. and (where appropriate) only relevant listener daemons and services enabled.
4. All users must ensure they have anti-virus software installed on their computers. The anti-virus software must be active while connected to the network and every effort must be made to keep it updated. Free anti-virus software is available for members of the University. For further information, see <https://help.uis.cam.ac.uk/user-accounts-security/security/antivirus-individuals>
5. Connection of wireless networking devices, hubs, switches or routers to the College network is not allowed.
6. Only IP addresses, DNS names, and NetBIOS computer names that are issued by the Computer Office shall be used on the TCDN.
7. Each networked machine must have a unique IP address issued by the Trinity Computer Office.
8. Users will need to justify the need for a public IP address and for any more than four wired and four wireless IP addresses. This justification will need to be academically related. Approval will be subject to the number of IP addresses available.
9. The Computer Office must be notified of servers on the network (e.g. Web, FTP, NNTP, etc.).
10. Disguising a true identity on the network (spoofing) is strictly prohibited (e.g. Mac Address, user identification, etc.).



11. All users must comply with the University policy at: <https://mytrin.trin.cam.ac.uk/computing/network/university-network-policy>
12. All personally owned devices must be password protected and adhere to the College policy, at: <https://mytrin.trin.cam.ac.uk/computing/policies/passwords>

Failure to comply with these conditions may result in disconnection from the network. Your Tutor or Sponsor will be notified in all cases of network disconnection.

Exceptions to 1 and 2 can be made for a strong academic purpose upon endorsement from the associated Director of Studies. A strong academic purpose is defined as being directly associated with course related studies (e.g. a Computer Science student studying wireless networking technologies). Using a peer-to-peer VoIP application to discuss academic matters is not considered to be a valid reason to waive the network policy. Contact the Computer Office for further details.

This document may also be found on the College Intranet at:  
<https://mytrin.trin.cam.ac.uk/computing/network/t-and-c>

## Appendix D: Trinity College Students' Union

Trinity College Students' Union (TCSU) has a written constitution which is subject to review at intervals of not more than five years by the College Council, by which all amendments must also be approved.

1. Students have the right to opt out of TCSU; by doing so they lose the right to vote or stand in elections, but shall not be disadvantaged thereby with regard to provision of services.
2. A student wishing to exercise this right will inform the Senior Treasurer of the TCSU in writing.
3. Election to major offices of the TCSU is by secret ballot, in which all members may vote. A report on each election will be submitted to the College Council by the Returning Officer.
4. The budget accounts and details of donations are submitted annually to the College Council by the Senior Treasurer, and made available to all students.
5. Notice of proposed affiliation to an external organisation is given to the College Council and to all students, with details of the relevant subscription or affiliation fee. Affiliations are reviewed annually and approved by members; a referendum on affiliation may be called by five percent of the membership. The detailed procedures relating to external affiliations are set out in section 4 of the TCSU Constitution.
6. Allocation of resources to College Clubs and Societies by the TCSU Committee is reported annually to the College Council and the procedure freely accessible to students.
7. All students or groups of students who (i) are dissatisfied in their dealings with the TCSU or (ii) claim to have been unfairly disadvantaged by virtue of their exercise of the opt-out right of (2), may avail themselves of the College complaints procedure, which is published on MyTrin.
8. Student Unions are affected by the law relating to charities. The Charity Commission provides guidance in this regard which is available on their website at <http://www.charity-commission.gov.uk/supportingcharities/ogs/g048b004.asp>

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# Appendix E: Disciplinary Procedures for Junior Members under Statute XXXVII

## 1. INTRODUCTION

- 1.1 Most disciplinary matters will be resolved by the Dean of College and/or the Tutor of the Junior Member concerned, either of whom, in accordance with Statute XXXVII.2 may impose a fine or punishment proportionate to the offence.
- 1.2 If a disciplinary case arises which in the view of the Dean of College is serious, or if a Junior Member wishes to appeal against a disciplinary decision of the Officer of the College under Statute XXXVII.2, the Dean of College shall ask the College Council to appoint a Disciplinary Committee under Statute XXXVII.3 to hear the case. Such a request shall normally be made after the Dean has consulted with the Tutor.

## 2. DISCIPLINARY COMMITTEE AND OTHER PARTIES TO A HEARING

- 2.1 The Council shall appoint a Disciplinary Committee of three members from among the panel constituted under Statute LXVII.25 and shall designate one of the persons so appointed to be Chairman of the Committee. The Chairman shall appoint a suitable person to act as Secretary to the Committee.
- 2.2 The parties to a hearing shall be the Committee, the Secretary, the Dean of College who acts as Presenting Officer, the Junior Member charged and his/her Tutor. If any party feels that the membership of the Committee could give rise to a conflict of interest or possible bias, this must be reported to the Secretary and Chairman of the Committee immediately.
- 2.3 The Junior Member shall not normally have legal representation at the hearing and witnesses shall not normally be called in person. However, in cases of extreme seriousness, where there are material differences in factual accounts, the Chairman shall have discretion to permit legal representation and/or allow witnesses to be called in person and to be questioned appropriately.

### **3. TIMING OF A HEARING**

- 3.1 The Chairman may set time limits for each stage of the hearing and adjourn, postpone or re-convene a hearing as necessary. It is the duty of the Committee and of the Chairman to ensure that a charge is heard and disposed of as expeditiously as possible.
- 3.2 The fact that a Junior Member has been or is liable to be prosecuted in a court of law in respect of an act or conduct which is the subject of proceedings before the Committee shall not affect the jurisdiction or the powers of the Committee; but the Committee shall consider the advisability of referring the matter to the police. If the matter is so referred (by the Committee or otherwise), the Committee may adjourn its proceedings for such time as is reasonable in the circumstances to enable a prosecution to be undertaken. Evidence that an offence has been found proved by a court of law shall, for the purpose of proving that the person committed the offence, be admissible in any proceedings before the Committee.

### **4. PROCEDURES**

- 4.1 As soon as possible after the Committee has been appointed, the Presenting Officer shall send to the Chairman of the Committee written notice of the charge(s) to be brought before the Committee and the particulars thereof, a copy of up to four witness statements and any other documents which it is proposed to produce at the hearing.
- 4.2 No documents concerning previous incidents may be circulated in advance or produced at the hearing until the Committee has made a decision on whether the current charge is proved. Such information may be taken into account only when the sanction to be imposed is under consideration.
- 4.3 The Chairman shall:
  - (i) after consultation with all parties, fix a date, time and place for the hearing;
  - (ii) send to each party a notice of the hearing, including information on membership of the Committee, guidance on the procedures, a copy of the charge or charges, and a copy of the documents provided by the Presenting Officer under 4.1 above.
- 4.4 The Junior Member may submit, through his/her Tutor, a written statement in light of the papers received, and, if appropriate, may provide

- up to four witness statements, to be received by the Secretary of the Committee at least two days before the hearing. The Tutor may also submit a written statement. The Secretary shall, no later than two days before the hearing, send a copy of the papers to the Presenting Officer, the Members of the Committee, the Junior Member and his/her Tutor.
- 4.5 At the discretion of the Chairman, if more than one Junior Member is charged, they shall normally appear separately at all stages of the hearing. Their cases and the sanctions (if any) to be imposed shall be considered separately by the Committee.
- (i) At the discretion of the Chairman, the normal order of proceedings shall be as follows:
- (ii) The Presenting Officer shall present the charges. The Junior Member shall then present his/her case. His/her Tutor shall be permitted to speak on his/her behalf. The Junior Member shall be prepared to answer questions put to him/her by the Committee or the Presenting Officer. The Presenting Officer, the Junior Member and his/her Tutor may make closing statements in that order.
- (iii) The Junior Member, the Tutor, and the Presenting Officer shall withdraw while the Committee deliberates.
- (iv) The Presenting Officer, the Junior Member and his/her Tutor shall re-join the Committee to hear its verdict on the case. If more than one Junior Member has been charged, the Tutors shall normally re-join the Committee separately. If the charge(s) are found proved, the Presenting Officer shall address the Committee on the question of appropriate penalty. The Tutor shall be given an opportunity to comment. The Presenting Officer, the Junior Member and his/her Tutor shall then withdraw again while the Committee reaches its final decision.
- 4.6 The Committee shall find a charge proved only if this has been proved beyond reasonable doubt. The Committee shall ensure that any sanctions imposed are proportionate, consistent with previous cases and comply with current legislation. The Chairman shall communicate the Committee's decision to the Tutor and the Presenting Officer as promptly as possible after the meeting and send a report to the Secretary of the College Council including the Committee's findings of fact, its decisions, the reasons for those decisions and any other recommendations. A copy of the report shall be made available to the Presenting Officer and the Junior Member's Tutor. The Tutor shall notify the Junior Member of the outcome of the hearing and, if appropriate, of the right of appeal to the College Council.

## **5. APPEALS**

- 5.1 The Junior Member shall have the right of appeal to the College Council. Within seven days of receiving the decision of the Disciplinary Committee, he/she must make a written submission to the Secretary to the College Council stating the grounds upon which the appeal is based. Otherwise the matter will be considered closed.
- 5.2 The Junior Member will be invited to appear before Council. He/she may be represented by his/her Tutor or other person at the discretion of the Master. The Presenting Officer and the Chairman of the Disciplinary Committee will be invited to attend.
- 5.3 No member of the Council or other person who has been involved with the disciplinary matter at an earlier stage shall be present when any decision in relation to the appeal is made. The decision of the Council, which may involve a penalty greater or lesser than that agreed by the Disciplinary Committee, will be communicated to the Junior Member by the Secretary to the Council.

## **6. OFFICE OF THE INDEPENDENT ADJUDICATOR**

The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints which have already been considered in full under the College's internal procedures. When communicating the final decision under 5.3 above, the Secretary to the Council will issue a formal Completion of Procedures letter to the Junior Member, together with details of the OIA Student Complaints Scheme. If the Junior Member is dissatisfied with the conduct of the disciplinary procedures within the College he/she may bring the complaint to the OIA within three months of the date of issue of the Completion of Procedures letter, provided that the complaint is eligible under the rules of the OIA scheme. Further information may be viewed at [www.oiahe.org.uk](http://www.oiahe.org.uk).

## **7. REVIEW OF PROCEDURES**

The Senior Tutor's Office will maintain records on the nature and number of cases dealt with under these procedures, preserving the confidentiality of the parties concerned. The College Council will review the procedures from time to time, in consultation with the Liaison Committee.





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