

Trinity College Cambridge

***Regulations and
General Information
for Student Members
of the College***



2016–2017

This 'White Book' of Regulations and General Information is intended for all members of the College who are undergraduate students and postgraduate students working for degrees, certificates, and diplomas. For the purposes of this book these students are referred to as 'Junior Members' of the College.

The 'White Book' is divided into two parts. The first consists of important general information and the second is the College's formal Code of Discipline. Junior Members of the College are expected to be familiar with both sections. The 'White Book' should be read in conjunction with appropriate sections of the College website (www.trin.cam.ac.uk) where more recent announcements can be found. Notices are also issued by email and students are required to check their messages regularly (see Section 4, page 8).

2016–2017

October 1	Michaelmas Term begins
October 4	Redit Day
December 2	Exit Day
December 19	Michaelmas Term ends
January 5	Lent Term begins
January 17	Redit Day
March 17	Exit Day
March 25	Lent Term ends
April 17	Easter Term begins
April 25	Redit Day
June 16	Exit Day
June 25	Easter Term ends

2017–2018

October 1	Michaelmas Term begins
October 3	Redit Day
December 1	Exit Day
December 19	Michaelmas Term ends
January 5	Lent Term begins
January 16	Redit Day
March 16	Exit Day
March 25	Lent Term ends
April 17	Easter Term begins
April 24	Redit Day
June 15	Exit Day
June 25	Easter Term ends

2018–2019

October 1	Michaelmas Term begins
October 2	Redit Day
November 30	Exit Day
December 19	Michaelmas Term ends
January 5	Lent Term begins
January 15	Redit Day
March 15	Exit Day
March 25	Lent Term ends
April 17	Easter Term begins
April 23	Redit Day
June 14	Exit Day
June 25	Easter Term ends

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PART 1: GENERAL INFORMATION

1. THE COMPOSITION AND ADMINISTRATION OF THE COLLEGE

There are about six hundred and sixty undergraduates in Trinity, and also about three hundred postgraduate students working for higher degrees, certificates, and diplomas. These are all Junior Members of the College. Undergraduates of the College who go on to become postgraduates are referred to as B.A. students, whereas persons who enter the College as postgraduates, having graduated elsewhere, are called Advanced Students. Persons 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 the above 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.

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). All undergraduates have membership of the Trinity College Student Union (T.C.S.U.), postgraduates are members of the B.A. Society and have the right to membership of the T.C.S.U. which will be granted upon request to the T.C.S.U. President. Elections are held annually for the T.C.S.U. and B.A. Society Committees, which manage the day-to-day affairs of their members. A Liaison Committee, with a membership drawn from the Senior Members, B.A. Society and T.C.S.U., under the Chairmanship of the Senior Tutor, serves as a link between the Junior Members of the College and the College Council (see Section 36).

The governing body of the College comprises the Master and about one hundred and eighty Fellows. 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.

Certain College policies are outlined in this White Book. Full copies of the College Policies, Codes of Practice and Procedure, including our responsibilities under the 'Prevent' duty, can be found on the College website.

2. TUTORS AND WELFARE

Each Junior Member belongs to a 'Side', and each Side is under the care of a Fellow who is designated a Tutor. All those who enter the College as Advanced

Students 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 distributed among Sides A–E and G, H & J. In most cases an undergraduate will have a Tutor whose subject is different from his or her own. For specialised academic guidance each undergraduate is allocated a Director of Studies; the Tutor’s function is to act as advisor and confidant on personal as well as general academic matters. The College Nurse (see Section 20) and the College Clergy (see Section 13) are also available for help on matters of personal concern.

Where a student wishes particularly to talk over a problem with a woman, the College Nurse and the 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 at stated times.

Students are invited on a termly basis to give feedback on their studies and on the academic, pastoral and other provision at the College by completing an online teaching and learning questionnaire.

3. 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 danger of fire that arises from this.

Tampering with College fire equipment (alarms, detectors, extinguishers etc.) puts peoples’ lives at risk. Any Junior Member 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.

On first arrival at Trinity College, all Junior Members 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.

4. COLLEGE NOTICES

Official College Notices are placed on the College website and on the Screens opposite the doors of the Hall. Before the start of each Term information will be posted on the website to tell Junior Members when and where they should meet their Tutors and Directors of Studies to discuss arrangements for the coming Term. Notices relating to prizes (a list of which appears at Section 37), grants, and other awards are placed on the website and Screens, and also important

information from Tutors, Directors of Studies, and other officers of the College, so it is important that Junior Members should refer to the website and Screens at frequent intervals. Students must check their Cambridge email regularly. Email will be used by Tutors, Directors of Studies and College staff to communicate important information. It will not be an acceptable excuse for a student to say that he/she has not checked their email if they have failed to respond to a request or to follow an instruction. Pigeon holes must also be checked regularly. Official notices from the Proctors, who are University officers responsible for upholding the Rules and Regulations of the University, are posted on the notice board at the Great Gate.

5. SUPERVISIONS AND EXAMINATIONS

All undergraduates will be assigned each term by their Directors of Studies to one or more Supervisors, who will provide personal teaching 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 in advance 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 are given access to their supervision reports online using the CamCORS system. Reports are not released until after the first day of the following Term in the case of reports written for Michaelmas and Lent, and not until examinations have been completed in the case of reports written for the Easter Term. This is to aid the administration of the system, ensuring that students are all able to view their reports at about the same time, and to give Tutors and Directors of Studies an opportunity to address properly any concerns raised in the reports. A Raven password is required in order to use CamCORS. Raven is a web authentication service used by the University to identify users of various secure web-based services. Details on how to obtain a Raven password are provided for new students by the University's Computing Service.

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. 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 Committee may require students to explain their poor performance, either in writing or in person.

Unless excused by both their Tutor and their Director of Studies, all undergraduates must take each year the University examination proper to their course of study, or an equivalent College examination.

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. An undergraduate who through persistent lack of diligence or other grievous culpability does not achieve at least the standard of a Second Class may also not be permitted to return into residence.

Instructions will be given to students at the start of the Michaelmas Term for examination entries to be completed online. There is thus ample time to ensure correct entries and no subsequent changes are permitted.

Small grants are available from Tutors toward the cost of preparing dissertations for submission in University examinations.

6. BOOK ALLOWANCES

Junior Members of the College 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 your Tutorial Secretary. 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 (e.g. MML on a year abroad) but they may keep any receipts for book purchases and claim when they return into residence.

7. RESIDENCE REQUIREMENTS

With the exception of the paragraph 'Overseas Students' below, this section and the next apply only to undergraduates. B.A.s and Advanced Students should refer to Section 34 for guidance. Fuller details may be found in the on-line University 'Student Handbook' <http://www.cam.ac.uk/staffstudents/studenthandbook>.

It is a University rule that, in order to qualify for the B.A. Degree, an undergraduate must not only pass the necessary examinations but also reside in Cambridge for nine Terms (or six Terms in the case of Affiliated Students). There are three Terms each year: Michaelmas (80 days), Lent (80 days) and Easter (70 days). Within each Term there is a period known as Full Term, three-quarters of the length of the Term, and

this is the period when University and College teaching takes place. The dates of Term and of Full Term for the current year are given on the third page of this booklet.

In order to ‘keep’ the Term for the purpose of qualifying for a degree, you must reside in Cambridge for a period equivalent to the length of Full Term, i.e. for 60 days during the Michaelmas and Lent Terms and 53 days during the Easter Term. According to the University Ordinances a day is ‘kept’ by presence in Cambridge both at some time between 6.00 a.m. and midnight and at some time between midnight and 6.00 a.m. the following night, except that the day on which you go down may be counted as having been kept without your being present in Cambridge after midnight. In practice this means that you must spend at least 59 nights in Cambridge during the Michaelmas and Lent Terms, and 52 nights during the Easter Term. If you spend any nights away from Cambridge during Full Term (see Section 8) you must make them up by residing for additional nights within the same Term but outside Full Term.

It is the duty of the College to certify to the University authorities that Terms of Residence have been duly kept. Students must therefore ‘swipe in’ at the Porters’ Lodge at the beginning of each Term and ‘swipe out’ on going down at the end of Term, using their University Card. Failure to ‘swipe out’ will also mean that vacation room charges will be raised. Every undergraduate is also required to see his or her Tutor at the start and end of Term (see Section 8).

The start date for the occupation of rooms by undergraduates is 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. Please refer to the Accommodation Handbook for further information regarding occupation of rooms. Permission to come up after Redit Day is seldom granted because this involves difficulties in regard to direction of studies and arranging supervision. For example, you will not be allowed to come up late just because you can obtain cheaper rates of travel back from holiday by doing so.

If your return is unavoidably delayed by illness or some other emergency you should inform your Tutor immediately. Permission to go out of residence before Exit Day in the Michaelmas and Lent Terms is rarely granted, even though the residence requirements for the Term may have been completed. In particular, blanket permission for a group of students engaged in a joint enterprise to go out of residence before Exit Day will not be given. If you have a valid reason to stay in College outside Full Term, unless you are a Scholar of the College, you must obtain your Tutor’s permission to reside. The Junior Bursar and Accommodation Office will then determine whether it is practical and, if so, the relevant charges. Please refer to the Accommodation Handbook for further information regarding residing in College during vacation periods.

Overseas Students

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.

8. EXEATS

During 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 7). 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. Remember that nights spent away from Cambridge on Exeat must be made up in the same Term (see Section 7).

At the end of each Term every undergraduate must call on his or her Tutor to obtain a Terminal Exeat. This is a one-to-one meeting which will be arranged by your Tutor.

9. UNIVERSITY CARDS

All Junior Members are issued with a University Card by the University Card Office when they first arrive which will confirm that they are a member of Trinity College. 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 also used to monitor residency requirements (see Section 7).

Catering. For the purpose of obtaining kitchen credit, students will be asked for their University Card so that the transaction may be entered directly on to the computerised accounting system.

Library. Students will be asked to present their University Card when borrowing books from the Library.

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.

10. 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 (taken at £10 per Term) 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 on-line via: www.trin.cam.ac.uk/fieldclub) and access to these facilities is with the University Card.

11. DINNERS AND PARTIES

Dinners, parties or meetings may only be held by a Junior Member with the permission of his/her Tutor, 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 the College Room(s) of Junior Member(s), the Head Porter will determine the permissible number of participants in light of Fire Safety Regulation. Parties are not permitted during the examination period in the Easter Term. All events in the College's Public Rooms organized by Junior Members must end **no later than 11.30 pm** (including time to tidy up).

Details of the forms, deadlines and signatures required for events may be found on the Dean's page on the College website. For details of how to book a Public Room, see *Appendix A*.

If the event is to take place in the **Junior Member's College room**, and if more than ten people will be present, an application form must be completed and then signed by the Tutor of the Junior Member. The applicant must notify his/her neighbours about the event and ensure that the event does not disrupt their peace. The form signed by the Tutor must be handed in to the Head Porter at least 24 hours in advance of the event. Permission will not normally be given for a party to be held in one person's rooms at which more than thirty people are to be present. For a party held jointly in **neighbouring rooms on the same staircase or corridor**, Tutors of all applicants must sign the form. Applicants must ensure that all neighbours are notified about the event, that the party does not disrupt their peace, and that the Head Porter is consulted about Fire Regulation Procedures.

Junior Members may 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** during Full Term for an event organised by a student society recognized by the Amalgamated Clubs Committee (or the Junior Proctor in the case of Cambridge University societies), provided they are a committee member of the society and they will 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 – see Appendix A.

11A. Events and speaker meetings

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 the event involves a speaker, the Junior Member must complete an on-line form about the event and the speaker. All organizers of speaker events should consult the College's Code of Practice with respect to Freedom of Speech, *Appendix C*. Please note that the College is now bound by statutory obligations under the 'Prevent' duty.

If alcohol is to be consumed in a Public Room of the College at an event organized by a Junior Member, the alcohol must be purchased from the Catering Department, and the applicant must sign a declaration. If food and drink are to be served in the OCR this must be purchased from, and served by, the Catering Department.

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.

Except with the permission of the Catering Manager, 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 Catering Manager, and you must also obtain permission from your Tutor and from the Dean if necessary (see *Appendix A*). The **Wolfson Party Room** can also be booked via the Catering Department.

The **Junior Common Room (JCR)**, the **Blue Boar Common Room** and the **Burrell's Field Common Room** are open to all junior members and therefore may *not* be booked by individuals or societies. Societies may not organize activities to take place in these rooms. The **B.A. Society Rooms** are reserved for B.A.s and Advanced Students – further information in Section 35.

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.

12. CATERING ARRANGEMENTS

(a) Hot meals in Hall during Full Term. During Full Term meals are served in Hall at the following times:

- Breakfast : Monday to Saturday: 8.15 to 9.00 a.m.,
Sunday Brunch: 10.30 a.m. to 2.00 p.m.
- Lunch : 12.00 noon to 2.00 p.m. (these times may vary out of Term)
- Dinner : Cafeteria 5.30 to 7.25 p.m.
Formal Hall 8.00 p.m. (Tuesday, Thursday and Saturday)
Carvery Dinner served on Sunday at 6.15 p.m.

You may take meals or not as you please within these times and except for Formal Hall (see page 40), you do not have to 'sign in' in advance; you must pay with your University Card at the till for what you eat. Meals may not be taken unless you present your card at the till. An account for the amount owing will be added to your College Bill for the Term. (Appendix B on page 39 gives full details of the charges made and other regulations with respect to College meals.)

You may bring up to two guests into Hall without notice at the same charge as you yourself are paying. You must provide your identity/swipe card at the till to pay for your guests. You may also order a special guest table in Formal Hall on terms which are set out in Appendix B. It is a tradition and good custom of the College that smart dress and gowns are worn at Formal Hall, and at all other times when using Hall students shall be expected to be properly dressed and fully clothed. The staff should not be expected to and will not serve those, for example, turning up to meals in nightclothes or dirty sportskit. Smoking is not permitted in Hall nor is the use of cameras and mobile phones.

If you are confined by illness you can arrange through your Tutor or the College Nurse for food to be sent either to your rooms or to the sick bay.

Eating in Hall is traditionally a central feature of life in a Collegiate University and one which Trinity values highly. The Steward and the Catering Manager 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, but 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 Manager on duty.

(b) **Meals out of Full Term.** Arrangements for meals out of Full Term will be posted on the Screens in the Buttery. 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 Catering Manager is available to offer suggestions for menus, and he or his staff in the Catering Department take the orders for private supply. Reasonable notice must be given. 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 10 people (see Sections 11 and Appendix A).

(d) **The Bar.** The College Bar on I Great Court is open to all members of the College and their guests at the following times in Full Term:

- 11.00 – 2.00 p.m. Monday to Friday
- 6.00 – 11.00 p.m. Monday to Thursday
- 6.00 – 11.30 p.m. Friday and Saturday
- 6.00 – 11.00 p.m. Sunday

These times may vary out of Term.

The Bar serves a range of beverages and options for lunch.

(e) **The Buttery.** The Buttery, which is situated in the College Bar, is open every day from 12 noon to 2.00 p.m. and from 6.00 to 7.50 p.m. in Term. Special meal tickets are available here along with a good selection of wines and soft drinks (either for cash or credit). To make a credit purchase, you will need to present your University Card (see Section 9).

(f) **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.

13. 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.

14. 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)

Wren

Monday 9.00 a.m. to Friday 5.00 p.m.

Saturday 9.00 a.m. to 1.00 p.m.

Reading Room and Lower Library

8.00 a.m. to 1.00 a.m. seven days a week

TERM (outside Full Term) and VACATION

Wren

Monday 9.00 a.m. to Friday 5.00 p.m.

Reading Room and Lower Library

Monday 9.00 a.m. to Friday 8.00 p.m.

Saturday 9.00 a.m. to 5.00 p.m.

The Library will be closed 24–28 December 2016, open 29 to 30 December 2016, closed from 31 December 2016 to 2 January 2017. 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. Computer catalogues for items in the Library are located near the issue desk. The computer catalogue is also accessible via the Trinity homepage on the World Wide Web. 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 15 below. 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, or eating is not allowed in the Library and only bottled water may be drunk.

The Law Reading Room is situated in F staircase, Bishop's Hostel. Books may not be borrowed from it, but it is open twenty-four 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.

15. COMPUTERS

The College has several communal student computer rooms available for the use of Junior Members 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 the College intranet for more information: Go to the intranet homepage at <https://mytrin.trin.cam.ac.uk>. Then click College Life, then Computing, then Student Computing, then Student 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 the intranet (from the Home page click College Life, Computing, College Network, then Network Connection Help).

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

Support

Student Computer Rooms – Computer related support is provided by the College Computer Office and is mainly intended for computer room related issues. A student support drop-in service is run daily, Monday – Friday, during Term time in the Bishop's Hostel computer office (between D and E staircases) between 2:00–3:00 p.m.

Student-owned Computers – Students are strongly encouraged to arrange for their own support and to have their computers insured. In case of severe difficulty, the Computer Office may be consulted and if 'hands on' support is required it may be available, subject to the availability of computing staff. Computer rooms 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 that may arise.

Support requests should be sent to student.help@trin.cam.ac.uk or by telephoning the Bishop's Hostel Computer Office, network extension 38551.

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 Computer Office will not deal with unwanted computer equipment owned by students.

Policies. There are strict rules governing the use of computers and the need to respect intellectual property held on computers (see Code of Discipline, page 34, rules 9 and 10). Anyone using a computer connected to the College data network must comply with the Terms and Conditions for the Use of the College Computer Network set out at Appendix E on page 46. The College reserves the right to disconnect network points while problems are being investigated or if there is improper use of the network.

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.

16. POST AND TELEPHONES

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

Letters are delivered within College to student mailrooms at about 11.00 a.m. and 5.00 p.m. on weekdays. If you are a graduate student living outside College you should also check your pigeon hole frequently as mail addressed to you at Trinity College will not be forwarded. The reason for this is that the Post Office may charge you for each item re-directed. Mail will not normally be redirected overseas. It is your responsibility to inform those who might be writing to you (especially your bank and telephone company) of your new address in good time. Letters cannot be delivered beyond the walls of the College, but there is a limited inter-College service run by the Cambridge Students' Union, for which the collection points are the Whewell's Court and Great Gate Porters' Lodge.

17. LOCKERS AND 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 Porter's 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 Porter's Lodges. See Accommodation Handbook for further information.

18. COURTS AND 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. Junior Members of the College 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 (see Rule 7, page 35).

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 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 CM 15.197(c).

19. BICYCLES, MOTOR VEHICLES, PUNTS, SKATE BOARDS AND ROLLER BLADES

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. Students bringing expensive bicycles to Cambridge must make sure they have arranged secure storage outside College BEFORE they arrive. 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 (nr Gifford Place) are available for students. Students eligible to apply for a space will be contacted by the Accommodation Department 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.

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 covered 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.

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 and these are to be found in the University 'Student Handbook' www.cam.ac.uk/staffstudents/studenthandbook. 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 (see the University 'Student Handbook' <http://www.cam.ac.uk/staffstudents/studenthandbook/>). 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 a.m. to 6.45 p.m.

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

20. COLLEGE NURSE, COUNSELLING AND THE HEALTH CENTRE

Trinity College has its own Nurse, Counsellor and Physiotherapist.

The College Nurses, Teresa and Amanda, are available for help relating to any health issues at the Health Centre, which is located at B Nevile's Court.

Surgery Hours during Full term and Term: Monday-Friday 08.30 – 16.00

Students can book an appointment or drop in between the hours listed above.

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.

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 G.P. If the need arises, the Nurse may be contacted out of hours via the Porters.

The College also has available: a Counsellor, Mental Health Advisor and Physiotherapist.

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

21. ACADEMICAL DRESS

Academical dress (i.e. a gown) is worn in the University Church and the Senate House, on a few special occasions of which notice will be given, and by tradition and custom at formal dinner in Hall. 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.

22. 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, Trinity College). 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. 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 Appendix B) are charged quarterly in advance, and the remaining items quarterly in arrears. A College Bill detailing all these charges is issued at the start of each Term and will be sent to your pigeon hole by Redit Day. Please contact Members Accounts if you have not received your bill by then. 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 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, 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 debtors 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 confide in your Tutor without delay.

For undergraduates prepayment of certain charges covers Termly room rent and Kitchen Fixed Charge (see page 40). You will be issued with a notice about prepayment when you first come into residence. For B.A.s and Advanced Students, the system of pre-payment covers the quarterly rent.

Graduating students in their final term will be required to pay Buttery 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 cash has been credited to the College's account and that it normally takes four working days for a cheque to be cleared; bank transfers 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.*

Personal Information. It is the responsibility of the individual student to keep their Side Secretary/Tutor 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.

(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) 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.

23. CREDIT

Kitchen Credit. Except in the final Term of residence, kitchen credit is currently £575 per Term. This limit may only be exceeded if you have your Tutor's permission.

In your final Term of residence, credit is restricted to a figure based on your previous Term's bill. This means that if you are spending little or nothing in that Term, your credit limit in your final Term will be little or nothing. If this is going to be a problem it is advisable to discuss this with the Catering Manager at the earliest opportunity.

If you should exceed your credit limit, the Catering Department will inform you, giving you the opportunity to pay off part of the amount owed thus restoring credit.

24. 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. But 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.

25. 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. It is your responsibility to ensure that the SLC has up-to-date details of your bank account. Tuition fee loans are paid directly by the SLC to the College (see Section 22).

26. HARDSHIP FUNDS

Hardship Funds (Access to Learning Funds) are provided from the public purse to provide grants to students suffering financial hardship, in particular for those students having high housing costs. Home students (but not EU or overseas students) whether undergraduate or postgraduate are eligible to apply.

Grants are awarded by the University during the Michaelmas and Easter Terms. An application form is available from your Tutor.

27. BURSARIES

Students who qualify for a means-tested higher education maintenance grant will be eligible to apply to the Cambridge Bursary Scheme administered by the Student Loans Company. Details of the scheme are available at www.admin.cam.ac.uk/univ/cambridgebursary/.

28. SMOKING POLICY

The College has implemented in full the Smoke free legislation that entered into force on 1st July 2007. There is a total ban on smoking in College by anyone as from 1st October 2014. This ban covers all rooms and buildings within the College. Accordingly Junior Members of the College, and their guests, wishing to smoke must do so in a designated smoking area. The designated smoking areas 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).

29. DRUGS

Members of the College are reminded that:

- (a) it is dangerous to take drugs other than under medical direction;
- (b) unauthorised possession of drugs 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 (page 35) and as such liable to expulsion from the College.

Any members of the College suffering from the physical or mental consequences of drug taking may obtain advice in strict confidence from their General Practitioners, from the University Counselling Service, 2–3 Bene't Place, Lensfield Road, Cambridge, or from the Drug and Alcohol Service, Brookfields Hospital, 351 Mill Road (tel. (01223) 723020).

30. AIDS

AIDS (acquired immune deficiency syndrome) is a life-threatening disease whose incidence worldwide is rapidly increasing. A Health Education Council booklet about AIDS will be distributed to first-year students. You are strongly advised to read the booklet and to follow its advice: AIDS is a preventable disease.

31. EQUAL OPPORTUNITIES

Subject to the statutory provisions of the College, no member will be treated less fairly than another on the grounds of age, sex, marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, gender reassignment or religion. The College's Equal Opportunities Policy is available on the Trinity website (from the Home Page go to 'About Trinity' then 'College Notices').

32. 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.

Harassment may take a number of forms: physical assault or attack; words (written or spoken) meant to threaten, hurt or belittle; abusive and unwelcome behaviour; and behaviour failing to respect the personal integrity and individuality of others.

Any incident of harassment (or of incitement to 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 to 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 seriously aggravating feature of the case.

If you are subject to any behaviour which you find unacceptable or which causes you distress, you should not feel that it is your fault or that you have to tolerate it. Talk about the problem with a friend or some other person whose judgment you trust. In particular your Tutor, the Chaplains and the Dean of Chapel, the College Nurse, the College Counsellor or the Advisor to Women Students, may be able to help. Confidentiality will be respected and if further action is felt to be appropriate it will not be taken without your permission. If you have been attacked, seek help immediately. If you decide to go to the Police your Tutor will accompany you if you wish. The Porters' Lodge is open 24/7 and they are trained as first responders for all types of emergency.

If it appears that the matter is unlikely to be resolved informally, or the harassment is of a serious nature, you may wish to make a formal complaint. Such a complaint should be addressed either to your Tutor or to the Dean of College.

The College policies on 'Sexual Harassment', 'Dignity at Work and Study' and 'Sexual Relationships between Senior and Junior Members' are available on the College website (from the Home Page go to 'About Trinity', 'College Notices' then 'College Policies').

33. 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 the Trinity website. Copies are also available from the Senior Tutor's Office or from your Tutorial Secretary.

34. SPECIAL INFORMATION FOR B.A.S AND ADVANCED STUDENTS

Residence. The University requires that all students 'keep' three Terms of residence (as described in Section 7) 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 Ph.D., fifteen terms for a part-time Ph.D.). Terms of research for full-time degrees must be completed in Cambridge unless the Board of Graduate Studies has given permission 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. B.A.s and Advanced Students who are keeping a Term by residence may have as many Exeats as are consistent with keeping the Term (see Section 8).

Long Vacation. Many students will need to reside for the purpose of research during the Long Vacation – normal accommodation charges apply. No College and University fees are payable on account of this residence.

Status. Students pursuing research studies and advanced courses are normally granted B.A. status if they are under 24 years of age, and M.A. status if they are 24 years of age or over.

The **B.A. Dinner** is held on Fridays during Term. In addition to students admitted by the Tutor for Advanced Students and resident graduates working for a degree, certificate, or diploma, affiliated students and mature students are entitled to attend. Married students and their wives or husbands are charged approximately half the guest price for the B.A. Dinner. Tickets are booked using the online system controlled from the BA website. Tickets can be collected from the Buttery two days prior to the dinner. Cancellations can be made online up until 4.30 p.m. three days prior to the dinner. You must surrender the ticket at the dinner. Prices are detailed in a separate circular on catering arrangements.

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

Tutorial arrangements. Advanced Students (Side F) are looked after by the Tutors for Advanced Students, while B.A.s remain on their undergraduate tutorial sides. However, as the Fellows with most expertise in matters pertaining to graduates, the Tutors for Advanced Students will be pleased to see any B.A. who wishes to seek their advice, in particular about matters relating to B.A. Dinners and the B.A. Society.

Graduate Hostels and College flats 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..

Grants. B.A.s and Advanced Students wishing to attend conferences, or to travel to libraries or for other purposes connected with their research, may be eligible

for grants from the Rouse Ball Research Fund or from the Eddington Fund. Those wishing to undertake research, language learning or other cultural studies may be eligible for grants from the Graduate Students Fund. You should consult your Tutor if you wish to apply, and will need to obtain a supporting statement from your research supervisor. Grants are also available to help you with expenses involved in the typing and binding of Fellowship, Ph.D., or M.Phil. dissertations.

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.

35. RESEARCH FELLOWSHIP COMPETITION

The College holds an annual competition for the election of Junior Research Fellows based on the submission of a dissertation. Tutors will be able to supply detailed information on the rules of eligibility and methods of application. Details about the next competition will be announced on the Trinity College website.

36. CONSULTATION BETWEEN JUNIOR AND SENIOR MEMBERS

The Liaison Committee (the President and other Trinity College Students' Union representatives, the President of the B.A. Society, other B.A. Society representatives, the Senior Tutor, the Dean of College and Bursars) meets regularly to discuss matters affecting Junior Members. In addition the Students' Union Committee or B.A. Society may at any time send to the Secretary of the College Council written proposals on College matters of legitimate concern to Junior Members. 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 College Union Committee (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.

37. PRIZES, TRAVEL GRANTS AND AWARDS

PRIZES (2016–2017)

Some College Prizes, such as £240 prizes for first-class performance in University Examinations, are awarded automatically. For other Prizes, such as those mentioned below, candidates must compete specially in accordance with the details posted on the College Website and on notice boards. Please check the Website for updates.

PRIZE	FOR	MAXIMUM VALUE	TERM NOTICE APPEARS	CLOSING DATES
Gregg Bury	Greek Composition	£240	Michaelmas	1 February
Edith Leigh	Latin Composition	£240	Michaelmas	1 February
Hooper	Piano Playing	£500	Michaelmas	17 February
Charles Grant Tennant	Declamation	£480	Michaelmas	24 February
	Light or Humorous Verse	£960	Michaelmas	08 March
	Libretto (2 stages)	£720 plus £1,200	Michaelmas	08 March
French Essay		£480	Michaelmas	17 March
Takahashi	Shakespeare and Theatre	£250	Michaelmas	26 April
Powell	English Verse	£360	Michaelmas	01 May
Gregg Bury	English Essay	£240	Michaelmas	1 May
	on a Classical Subject			
Gaillard Lapsley	Medieval Subjects	£720	Lent	submission of subjects: 10 May [essays by 1 May following year]
Bowen	History	£480	Lent	30 September
Greaves	History	£480	Lent	30 September
Geoffrey Hellings	Innovation and Creativity in Science and Engineering	£2300	Michaelmas	17 March
Alan Gray	Music Essay	£360	Easter	30 September
Engineering Essay		£480	Lent	9 November

English Essay	£480	Easter	15 October
James Webb	£1,000	Lent	20 October
Adrian Weller	£480	Lent	15 October
Rouse Ball	£600	Lent	15 October
Yeats	£480	Lent	15 October
Science Essay	£480	Lent	9 November
Zdanowich	£1,000	Michaelmas	20 October

TRAVEL GRANTS, AWARDS ETC.

FUND	PURPOSE	TERM NOTICE APPEARS	CLOSING DATES
Ashton & Sporting Expenses	Sporting expenses	Lent	29 April
Bowen Award	Grants towards visits to libraries etc. for dissertation	Michaelmas	21 May
Crawford	Travel in Europe for Historians	Michaelmas	21 April
Lapsley	Medieval Studies (travel & other purposes)	Michaelmas	21 April
Dunlevie	Life-enhancing activities	Michaelmas	Termly
Graduate Students	Cultural activities	Michaelmas	Termly
Language Bursaries	Intensive language vacation course	Michaelmas	27 January
Major Knight	Grants to College Societies for travel	Lent	17 February
Projects	Special projects	Michaelmas	24 February
French Exchange with Ecole Normale Supérieure, Paris		Michaelmas	24 February
German Exchange with Studienstiftung des deutschen Volkes		Michaelmas	24 February
Rice University Exchange		Michaelmas	24 February
University of Chicago Exchange		Michaelmas	24 February
Lenox-Conyngham Scholarship (Virginia Exchange)		Michaelmas	24 February
		Easter	31 October

PART 2: CODE OF DISCIPLINE

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 his or her 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. Such a request 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 the Trinity College website under College Notices. A copy is also available from the Senior Tutor's Office.

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.

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 (see page 28). 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, page 28). 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 (see page 21).

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' (page 28) 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 C).

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 19 (see page 23), no member of the College shall, without the authority of the Junior Bursar, bring or park any motor vehicle within the College grounds.

APPENDIX A

HOW TO BOOK ROOMS FOR DINNERS, PARTIES, AND MEETINGS IN THE PUBLIC ROOMS OF THE COLLEGE

(See Section 11)

Application forms for dinners, parties and other entertainments in the **Old Kitchen, Allhusen Room, Private Supply Room** and **Wolfson Party Room** may be obtained from the Catering Department. Completed forms must be signed by your Tutor and in some cases also by the Dean of College, and returned to the Catering Department immediately. The Steward may deem the attendance of Porter(s) necessary for the whole, or part, of the time before the booking can be confirmed.

For a dinner, party, or entertainment at which more than thirty 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.

The Dean's permission must be obtained in cases where more than ten people make a prior arrangement to dine together in Formal Hall. In other cases, your Tutor has discretion to decide whether the Dean's permission must be sought. Further information on organizing events, permissions and deadlines may be found on the Dean's page on the College's website.

Junior Members 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 Department (accommodation@trin.cam.ac.uk) no later than one full week in advance of a planned event. If a room is available a provisional booking will be made; the Junior Member 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 Department 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 Department. Events must not be publicised before the booking has been confirmed. All events in the College's Public Rooms organized by Junior Members must end **no later than 11.30 pm** (including time to tidy up).

Invited Speakers. If you have invited speaker(s) to your event, you will need to familiarize yourself with the College's Code of Practice on Freedom of Speech

(Appendix C), complete a speaker form in addition to a room booking form (for which you require your Tutor's signature), and obtain authorization from the Dean. Speaker forms must be submitted to the Dean no later than seven working days before the event.

Attendance of Porters. For functions at which more than thirty people are to be present, or if your Tutor 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 Catering Manager

Duration of parties. All parties must end not later than 11:30 pm.

Loud music and dancing. Noisy parties (e.g. discothèques) are only allowed in the **Wolfson Party Room**. If a party is to be held elsewhere, you must (in addition to any other permission that may be required by the regulations above) obtain the permission of the Junior Bursar (or, in the case of the Old Kitchen, of the Steward) if you wish there to be music or dancing at the event.

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, BA Rooms, Bar, Blue Boar Common Room, Bowling Green, Burrell's Field Common Room, Butler House Party Room, Buttery, Fellows' Garden, Frazer Room, Hall, Junior Common Room, Junior Parlour, Nevile's Court Cloisters, 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) authorizes any event at which alcohol is to be served. The current DPS are:

The Groundsman for events at Old Field; The Catering Manager 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 organized 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 countersigned by Catering Manager (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 familiarize themselves with the College's Guidance on alcohol, on the College website.

APPENDIX B

CATERING ARRANGEMENTS: CHARGES

(See Section 12)

Meal times

During Full Term hot meals are served in Hall at the following times:

- Breakfast : Monday to Saturday: 8.15 to 9.00 a.m.,
Sunday Brunch: 10.30 a.m. to 2.00 p.m.
- Lunch : 12.00 noon to 2.00 p.m. (these times may vary out of Term)
- Dinner : Cafeteria 5.30 to 7.25 p.m.
Formal Hall 8.00 p.m. (Tuesday, Thursday and Saturday)
Carvery Dinner served on Sunday at 6.15 p.m.

Catering Manager

‘Office hours’: 9.00 a.m. to 5.00 p.m. (Monday to Friday)

Buttery (in the College Bar)

- : 12.00 noon to 2.00 p.m. *and*
- : 6.00 p.m. to 7.50 p.m.

Kitchen Fixed Charge. Unless there is some 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 £170.36 per Term. An advanced student, B.A., or mature student does not have to pay this charge, but is charged more than undergraduates for the individual dinners and lunches taken. Such students may find it advantageous to elect to pay the Kitchen Fixed Charge and take meals during that Term at the undergraduate price. Scholars who pay the kitchen fixed charge receive 16 free dinners per Term.

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

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. 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 him or her before being presented to the Catering department.

(NOTE: Vegan meals can be supplied on request at the Matriculation Dinner, Graduation Dinner and Commemoration Feast.)

Meals. You pay for meals in Hall by means of your University card. The College Bar provides light lunch service.

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

	Undergraduates	B.A.s/Advanced
Breakfast	£3.87	£4.20
Two-course Lunch	£4.40	£6.00
Three-course Dinner	£4.95	£6.90
Special Formal Hall	£11.00	£12.15

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 5 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 7 days prior to the proposed Guest Table.

Formal Hall. Special Formal Hall which is a rather more elaborate dinner is served on Tuesdays, Thursdays, and Saturdays in Full Term at a higher price than the cafeteria and notice of dining must be given at the Buttery by 7.30 p.m. on the previous evening. 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 Dean's permission, even when the individuals buy their tickets separately. Boisterous and noisy behaviour as an inconvenience to other diners in Hall or to catering staff is not tolerated. For the same reason photography is not permitted nor is the use of mobile phones. Members of the College are responsible for the behaviour of their guest and should ensure the correct dress code is adhered to. Academic dress is worn at both Formal and Special Formal Hall.

APPENDIX C

CODE OF PRACTICE ON FREEDOM OF SPEECH

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

1. Contents

2. Introduction
3. Organisation of Meetings on College Premises
4. Conduct of Meetings on College Premises
5. The University
6. Other Legal Requirements
7. Application of The Code

2. 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.

2.1 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.

2.2 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.

2.3 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.

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

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.

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 (4.1) below.

2.5 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 the Counter-Terrorism and Security Act 2015, notice of proposed meetings, functions, or other activities must be given in accordance with the following paragraphs.

3. Organisation of Meetings on College Premises

3.1 Junior Members of the College 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. In cases where your Tutor feels that further review of the event should take place, you will be asked to complete a Speaker Form (obtained from your Tutor or from the Accommodation Department). You must complete the form in full to provide 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, (whether or not they are members of the University).

The completed Speaker Form must be submitted in person to the Dean of College (or a representative who has been specially authorised for this purpose) at least five full working days before the proposed event. The Dean of College is empowered to impose conditions or to refuse permission for the

meeting to be held. If the proposed event is due to take place in one of the Public Rooms of the College, the completed and authorised Speaker Form must be returned to the relevant booking office (i.e. the Accommodation or Catering Department), along with the Room Booking Form, in order for the provisional booking to be confirmed.

3.2 The organisers of a meeting to which (3.1) 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.

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.

4. Conduct of Meetings on College Premises

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:

4.1 **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.

4.2 **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.

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.

5. The University

The provisions of Section 43 of the Education (no. 2) Act 1986 and 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, 2015, p.193):

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 authorized 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.

6. 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.

7. Application of The Code

7.1 Section 2.3 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 deputy) who will determine whether the provisions of the Code apply.

7.2 Breach by any members of the College of any of the requirements of this Code will be treated as a disciplinary offence.

APPENDIX D

TRINITY COLLEGE STUDENTS' UNION

CODE OF PRACTICE ISSUED UNDER SECTION 22 OF THE EDUCATION ACT 1994

1. 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.
2. 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.

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 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 the College website (see Section 33 on page 29).
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>

APPENDIX E

TERMS AND CONDITIONS FOR THE USE OF THE COLLEGE NETWORK

The College reserves the right to disable any network connection while investigating suspected non-compliance of the TCDN/CUDN rules and policies. The Computer 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:

Network traffic limitations are in place. The level of traffic allowed is determined by its source and destination. Students creating an abnormally large amount of network traffic will be notified. See <https://mytrin.trin.cam.ac.uk/computing/network/firewall> for more information.

It is expressly forbidden to run peer-to-peer software (e.g. Direct Connect, KaZaA, Morpheus, Gnutella/LimeWire, 4 on Demand, BitTorrent, Veoh Player etc.). See <https://mytrin.trin.cam.ac.uk/computing/policies/peer-to-peer> for more information.

All networked machines must be secure against attack. Every effort must be made to keep the operating system up-to-date with all the recommended patches, service packs, etc. applied and (where appropriate) only relevant listener daemons and services enabled.

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. See <http://www.ucs.cam.ac.uk/support/anti-virus> for more information.

The connection of wireless networking devices, routers or switches on the TCDN is strictly forbidden and computers must be connected directly to the network (not via any other computer or equipment).

Each networked computer must have a unique IP address that is issued by the Trinity Computer Office and only IP addresses that are issued by the Computer Office shall be used on the TCDN.

Students will need to justify the need for a public IP address and for any more than four private IP addresses. This justification will need to be academically related. Approval will be subject to the number of IP addresses available.

The Computer Office must be notified about any network servers on the network (e.g. Web, FTP, NNTP, etc.).

Disguising a true identity on the network (spoofing) is strictly prohibited (e.g. MAC Address, user identification, etc.).

All users must comply with the Authorization for Use of the CUDN Policy. See <http://www.admin.cam.ac.uk/committee/iss/otherguidelines/network/cudnrules.html> for more information.

All computer accounts must be password protected and adhere to the Trinity College Password Policy. See <https://mytrin.trin.cam.ac.uk/computing/policies/passwords> for more information.

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

Please see <https://mytrin.trin.cam.ac.uk/computing/network/t-and-c> for further details.