

Corpus Christi College

College Rules for Students

Issued by the Executive Body of Corpus Christi College in consultation with the JCR and the MCR.

Last updated 24 February 2022.

The College Rules are intended to ensure the smooth running of the College and to protect its community. They should be read in conjunction with College Statutes and Ordinances, and any applicable College Lease/Licence Agreements.

All Students must follow these Rules. Students are responsible for familiarising themselves with these Rules. Not knowing or forgetting about the Rules or their consequences is not a justification for not following them.

The Dean of College is responsible for Student discipline and good order in the College. The Porters have authority from the Dean to take any action that they think is necessary to uphold these Rules and to maintain good order. All members of the College are required to co-operate with the College in ensuring that these Rules are followed.

For the purposes of these Rules, 'Student' means a Junior member of the College, whether undergraduate or postgraduate.

The Dean of College may be contacted at dean-of-college@corpus.cam.ac.uk.

The College's Disciplinary Procedures enable the College to consider whether a Student has breached the College Rules and, if a breach has occurred, to impose appropriate sanctions or measures.

Complaints or queries concerning the operation of the College Rules should be directed to the Dean of College.

A. General Rules of Behaviour

1. Students must always

- (i) behave respectfully towards others, whether in person, in their absence, online, or via an app;
- (ii) comply with any instruction issued by a College officer, or by any person authorised to act on behalf of the College, in the proper discharge of their duties;
- (iii) comply with all health and safety regulations and instructions issued by the College; *and*
- (iv) comply with the Statutes and Ordinances of the College and with any rules and procedures established under them, including these Rules and any rules and regulations as may be made from time to time by the College's Governing Body or Executive Body, or any College Officer duly authorised by those bodies, whether set out in this document or elsewhere.

2. Students must not

- (i) engage in any antisocial, abusive, humiliating, and derogatory behaviour against a member or employee of the College, or against any visitor to the College;
- (ii) behave in a disorderly or disruptive manner, including but not limited to any anti-social conduct resulting from the consumption of alcohol or drugs;
- (iii) use or display abusive or offensive behaviour or language, including verbal, written, digital and online dissemination, including but not limited to publication of the same from or on College premises or elsewhere, or through online social media or apps;
- (iv) commit improper and/or unlawful discrimination against any person;

- (v) interfere in the freedom of speech or lawful assembly of any member of the College, employee or visitor to the College;
- (vi) endanger the health and safety of anyone within College;
- (vii) engage in coercive drinking games of any kind;
- (viii) make false or malicious allegations or representations against another member or employee of the College;
- (ix) occupy without appropriate permission, damage, or misappropriate any College property or premises, or any property or premises accessed as a result of or in connection with a College activity;
- (x) damage or misappropriate property belonging to a member or employee of the College;
- (xi) forge, falsify or improperly use information, including where the intention is to gain or attempt to gain a personal advantage or an advantage for another;
- (xii) engage in fraud, deception or dishonesty;
- (xiii) misuse or make unauthorised use of College or University premises;
- (xiv) misuse or make unauthorised use of the College computer system, wifi and online services, including accessing prohibited material;
- (xv) misuse or make unauthorised use of material provided for the purposes of study/education; *and/or*
- (xvi) engage in conduct which brings the reputation of the College into disrepute.

3. Harassment

Students must not harass any member of the College, employee, or visitor, whether physically, in writing, verbally, through a mobile phone or app, online, through social media or in any other way. The College community works only where there is mutual respect between its members. All forms of harassment or discrimination are serious infringements of the College's community values and will not be tolerated. Students are expected to view harassment with the same seriousness as the College, and to bring any relevant information they may have, in confidence, to the attention of the College Harassment Officer, their Tutor, the Senior Tutor, the Dean of College, or any other senior member of the College, without delay. For further information see the [Student Harassment and Sexual Misconduct Policy](#).

The College Harassment Officer can be contacted at harassment.officer@corpus.cam.ac.uk.

B. Residence and Finance

4. Alcohol

Whether to drink alcohol or not is a personal choice that must always be respected. Pressure should not be applied to persuade any Student to drink alcohol, or to drink more alcohol than they wish or intend to, and no advantage should ever be taken of anyone under the influence of alcohol. Drink tampering (e.g., adding a substance to someone else's drink without their knowledge or increasing the amount of alcohol without notice) is prohibited. Any Student who observes a drink being tampered with should inform the bar staff or the Duty Porter immediately.

The College expects Students who drink alcohol to do so responsibly. Students should be aware of the detrimental effects that excessive alcohol consumption may have on their well-being and academic performance and seek appropriate advice and support if necessary. Being under the influence of alcohol is not an excuse for bad behaviour or for any form of harassment and will not be considered a defence during Disciplinary Proceedings.

5. Animals in College

Students may not bring animals into residence without the prior written permission of the Senior Tutor and the Dean of College. Students wishing to bring assistance animals or emotional support animals into residence should consult their Tutor (or the Senior Tutor) before the animal is brought into residence.

6. Bicycles and Scooters

The Proctors require all bicycles belonging to Students to be marked with the letter pertaining to the owner's College, followed by a personal number allotted by the College. All Students who own a bicycle in Cambridge must obtain a number and label from the Porters' Lodge and mark their bicycle accordingly.

Bicycles or scooters must not be ridden anywhere within Old House, or inappropriately or unsafely on College property. They must not be taken into residential areas without prior approval from the Head Porter or Leckhampton Site Manager and must otherwise only be left in the racks or storage areas provided. They must not be stored in rooms, staircases, or corridors. Students who own high-performance bicycles should contact the Head Porter or Leckhampton Site Manager to arrange appropriate storage, preferably in advance of bringing the bicycle into College. Measures will be taken, in collaboration with the JCR or MCR as appropriate, to remove and deal with unmarked bicycles, bicycles left by former Students, or bicycles not in roadworthy condition or unused for extensive periods.

7. Cars and Motorcycles

Undergraduate Students are not permitted to keep cars or motorcycles in Cambridge unless they have obtained, through their Tutor, a special University licence. The College only has a very limited number of parking spaces at Leckhampton for use by undergraduates. Applications by Corpus undergraduates to bring a car or motorcycle to Cambridge must be made first to the Senior Tutor via their Tutor. Approval will be granted only in exceptional circumstances, and permission will then need to be obtained from the University Proctors in accordance with the Proctorial Notice on Motor Vehicles.

Parking spaces are available for Postgraduate Students who wish to bring a car or motorcycle to Cambridge, subject to availability. Postgraduate Students must register their vehicle with the Leckhampton Site Manager, who will advise them if or where they are allowed to park it on College property.

The College accepts no liability for any theft or damage to vehicles parked on College property.

8. College Account Statements

Students are expected to pay their rent and all other charges promptly upon receipt of their College Account Statement. Students who experience financial difficulties and struggle to settle their Account should discuss their position with their Tutor, who may present their case to the Senior Tutor. Unless a written agreement has been reached with the Senior Tutor, interest may be charged and failure to pay may result in the College taking measures to minimise costs, such as moving the Student into less expensive accommodation, or denying the Student access to College accommodation in subsequent years. If payments are still outstanding by the time of graduation, the College may decline to present the Student for any degree, diploma, or other qualification.

9. College Bars

From Michaelmas Term 2022, the College (Pelican) Bar and the Leckhampton Bar may be used by all Students and their guests. Fellows and Staff may also use both bars. The College (Pelican) Bar may be booked using the Event Booking System by the JCR and Fellows only, while the Leckhampton Bar may be booked by the MCR and Fellows only. When the bar is booked, access is limited to those invited to attend the relevant event.

Students will be held responsible for the behaviour of their guests and must accompany them at all times. Bad behaviour, including, but not limited to, threatening, violent, intimidating or excessively noisy behaviour, will result in disciplinary action. Bar opening hours may be varied by the Dean of College or the Warden of Leckhampton. The Duty Porter and the Bar Staff are empowered to close the Pelican Bar whenever they

consider that circumstances warrant such action. The Warden of Leckhampton (or, in the Warden's absence, any Fellow of the College), the Duty Porter, and/or the Bar Staff are empowered to close the Leckhampton Bar whenever they consider that circumstances warrant such action.

10. College Courts/Lawns

Students must not walk, run or 'sit out' on the lawns of the Old and New Courts. Permission may be given by the Dean of College for limited use of the lawns and/or the Fellows' Garden.

11. Computer Facilities

The College has an IT network that is connected to the Cambridge University Data Network and to the Internet. Students wishing to connect to the internet from their rooms may connect wirelessly using Eduroam or UniOfCam, or by using the Ethernet socket. Students are responsible for everything sent or downloaded via their connections. The use of network hubs/routers/access-points is prohibited.

Students who use the University's and/or the College's IT facilities or networks must comply with the [Rules, Guidelines & Procedures issued by the University Information Services \(UIS\)](#) and in relevant legislation. The College will cooperate fully with UIS in investigating suspected breaches of UIS rules and in enforcing UIS policies and disciplinary procedures. Students must not misuse any University or College IT facilities, to download or disseminate material that is pornographic, defamatory, contravenes the data protection legislation (including the Data Protection Act 2018) or breaches any copyright or trademark registration, is disrespectful or damaging to the College community, or brings the University or College into disrepute.

12. College Properties and Premises

Students must not damage, misappropriate or occupy without appropriate permission any College property or premises, or any property or premises accessed as a result of a College activity. Costs for repair or replacement following damage to College property or premises caused wilfully or by lack of proper care and attention, or for cleaning beyond that normally required on a day-to-day basis, will be charged to the Student responsible, to the club, society, or organisation responsible in the case of an organised event, or may, if appropriate, be charged to the JCR or MCR if an individual or organisation cannot be identified as responsible. In all cases, Students will be held responsible for any damage caused by their guests.

13. Dress

Day-to-day attire worn in public and communal areas of the College, particularly the Hall and the Taylor Library, should be of a reasonable standard. Gowns should be worn in Chapel. Gowns should also be worn for formal dinner in Hall, where smart clothing is also expected. If required by the senior member responsible, gowns should be worn when paying official (as distinct from social) visits to a University or College officer.

See also Academical Dress.

14. Drones

The use of unmanned aerial vehicles ('drones') on College property is prohibited unless permission has been granted by the Dean of College.

15. Drugs

The loss of emotional stability, academic focus and concentration associated with drug abuse can seriously harm the brain and/or harm or terminate a promising career. Students are therefore expected to view the use

of 'recreational' drugs with the same seriousness as the College, and to bring any relevant information they may have, in confidence, to the attention of their Tutor, the Senior Tutor, the Dean of College, or any other senior member of the College, without delay. The College will be proactive in protecting the College community, and will, where appropriate, provide support, guidance and counselling to any College member affected or involved.

The College will not tolerate the presence of illegal (class A, B or C) drugs in any College buildings or on any College premises, and bringing any illegal drug to College, or storing, producing or using it there is strictly forbidden. The College may take advice from Cambridgeshire Constabulary on suspected cases of illegal drugs for personal use. Any Student suspected of supplying or dealing in illegal drugs will be reported to Cambridgeshire Constabulary for investigation.

16. Fire Safety

All rooms contain a printed notice setting out the action to be taken in the event of fire, including fire escape routes. These must not be removed or obscured. Tampering with, obscuring, or removing fire extinguishers, smoke detectors and other fire-prevention or fire-fighting equipment is prohibited. Such conduct constitutes a threat to the lives of members and employees of the College and to the safety of the College buildings.

Oil heaters, portable gas heaters, candles, shisha or hookah pipes, incense burners/sticks, and Students' own electrical heaters constitute a fire risk and are prohibited. Fireworks and bonfires are forbidden.

Escape routes, corridors, and hallways must be kept clear of all obstructions. All fire doors must be kept closed and never wedged open.

No alteration may be made to the electrical wiring system of any College room and all equipment must be connected to the power supply using suitable plugs and adaptors.

17. Firearms, Dangerous Weapons, and Explosives

No firearms, weapons or explosive substances of any description are allowed in the College. If a Student considers that they have a very good reason to bring any of these into College, they must contact the Dean of College.

18. Formal Hall

Students and their guests are expected to wear smart clothing (at the equivalent level of a jacket and tie) at Formal Hall and, if members of the University, gowns. Students are normally allowed up to three guests each and are responsible for their behaviour. Permission for more than three guests must be obtained in advance from the Dean of College and will only be granted in exceptional circumstances. Rules on the number of guests are in place to protect the value of Formal Hall for the College community and are also in place for the Fellowship. Formal Hall starts promptly, and latecomers will not be allowed entry. Photography is not permitted whilst Fellows are present, and telephone calls may not be made or received until after the second grace (i.e., after the formal end of the dinner). Students may bring in either one 75 cl bottle of wine, or bottles (not cans) of beer, lager, or cider up to a total of two pints per Student; no other alcoholic beverages are permitted. Students and their guests who behave inappropriately during Formal Hall may be asked to leave by the Senior Fellow present, the Senior Catering representative on duty, or the Duty Porter.

19. Guests (including Guests Overnight in College)

Students are responsible for the behaviour of their guests at all times. Students must never offer anyone use of their room or flat in their absence or offer use of their room or any College facilities, whether without charge or in return for payment.

The following Rules must be observed when Guests are staying overnight:

- Guests of undergraduate Students must be entered into the Guest Register (a link is currently provided on the JCR website) by 10.30 p.m. on the night in question; information entered will be kept confidential, only used for safety or security purposes, and periodically deleted. Once registered, Guests may be accommodated in Student rooms for up to three consecutive nights in any one week: facilities in College are not designed to cope with long-term guests, who may (inadvertently) cause problems for residents.
- Permission must be obtained from the Dean of College (by e-mail, cc'ing the Tutorial Office) for a stay of more than three nights.

For the avoidance of doubt, any Student of the College staying in a room other than their own shall count as a guest.

Students may also book College guest rooms by contacting the Accommodation Office by e-mail (accommodation@corpus.cam.ac.uk). In the interests of fairness, a room may not be booked for more than three consecutive nights or multiple rooms booked at the same time without permission from the Dean of College by e-mail, cc'ing the Tutorial Office.

20. Gym

The College gym, which is unsupervised, is available for use by all College members at their own risk. Students may use the gym only after completing a safety induction course, arranged by the JCR/MCR representative with responsibility for the gym. For further information see the [rules for use of the gym](#).

21. Interactions with the Police and Criminal Justice System

Any Student who has been arrested and remanded in custody or released on bail, or convicted of, charged with, or summonsed for, a criminal offence must report this fact to the Senior Tutor as soon as possible. Such information will be treated in confidence.

22. Junior Combination Room, MCR TV Room and Graduate Parlour

The Junior Combination Room may be used by members of the JCR and their guests only. The MCR TV Room (Leckhampton) and Graduate Parlour (Old House) may be used by members of the MCR and their guests only.

Members of the College will be held responsible for the behaviour of their guests and must accompany them at all times. Incidents that involve bad behaviour (including, but not limited to, threatening, violent, intimidating or excessively noisy behaviour) must be avoided. The Duty Porters are empowered to close the Junior Combination Room and the Graduate Parlour, and the Warden of Leckhampton and the Duty Porters may close the MCR TV Room whenever they consider that circumstances warrant such action.

23. Keeping Term, Exeats, and Absences from College

It is a University requirement that procedure to a degree requires not only that the appropriate examinations be passed, but also that a required number of nights be kept. Undergraduate and postgraduate Students must be resident in Cambridge for 59 nights in each of the Michaelmas and Lent Terms and for 52 nights in the Easter Term.

Only nights of residence during Term may be counted for this purpose. Residence in Cambridge for the whole of Full Term (i.e., the period during which formal teaching normally takes place) fulfils the University's residence requirement. Any person failing to reside for the requisite number of nights is obliged to make up the shortfall by residing for extra nights in Cambridge during those parts of Term which fall outside Full Term.

During Term, undergraduates who wish to be absent from Cambridge overnight must first obtain an exeat (see below). It is essential that Students do this to ensure that the College had confirm that they have 'kept term'.

- In case of an urgent and unexpected need to leave College, Students should contact their Tutor or inform the Porters' Lodge of the situation.
- Otherwise, for one or for two nights, an exeat may be obtained by signing the Digital Exeat Book in the Porters' Lodge (an excel sheet) [NB: being away from College is not on its own a 'satisfactory reason' for the purposes of Rule 40 below]. For more than two nights, Students must obtain e-mail permission from their Tutor, and that permission must be copied to the Head Porter before the Digital Exeat Book is signed.

Postgraduates should inform the Leckhampton Site Manager if they intend to be away from Cambridge for three or more nights and are required to inform both the Leckhampton Site Manager **and** Tutorial Office by e-mail if they intend to be away for seven or more nights. This requirement applies to all Postgraduate Students.

24. Leckhampton Swimming Pool

The Leckhampton Swimming Pool is available to all College members. The design and location of the Swimming Pool means that users must be particularly vigilant and take specific precautions when using the pool. The pool has a depth of some 2 metres in the centre and the floor slopes inwards which tends to pull the user towards the deeper area. The pool is unsupervised, and users are therefore responsible for both their own and their guests' safety. This is especially important if children or weak swimmers are present.

Entrance to the pool enclosure can be gained by using an A20 key on the padlock that secures the gates (the key will be released once the lock has been secured). It is the responsibility of the last person leaving the enclosure to secure the gates.

In view of the potential danger posed by irresponsible use, the following rules must be observed by users of the pool at all times:

- Lone swimming is strictly forbidden. If it comes to the College's attention that this rule is not being strictly observed, the pool will be closed.
- Children **MUST** be accompanied by a responsible adult when entering the pool enclosure.
- Before use, check that the rescue pole is available.
- Use of the pool is limited to the opening hours, which are between 7.30am and dusk. Signs indicating that the pool is closed must be observed.
- No glassware or similar material may be taken into the pool area.
- Alcohol may not be consumed in the pool.
- Do not use the pool if you have recently eaten or consumed alcohol.
- Diving is strictly forbidden.
- Users must not run or involve themselves in horseplay around the pool.
- Large flotation devices (floats, rafts, other inflatables, etc.) are not allowed. Flotation devices used to assist children or disabled persons are, of course, allowed.
- The number of guests should normally be **no more than three** at any one time.
- Use of the pool is forbidden during filling/emptying or chemical treatment operations.
- Signs indicating that the pool is closed must be strictly observed.

Anyone failing to follow the above-mentioned rules will be barred from using the Pool.

A First Aid kit is located within the swimming pool fenced area to the right of the entrance gate.

Users of the pool do so entirely at their own risk; in using the pool, users accept this condition.

25. Noise and Disturbance

The hours between 23:00 and 08:00 are silent hours. During these hours, any noise that is heard outside a room is prohibited. Audio equipment and musical instruments may not be used unless the sound can be contained fully – e.g., via the use of headphones – or permission has been obtained from the Dean of College.

During the examination period in Easter Term, silent hours operate 24 hours a day. The Dean of College will post a notice on the screens in the archway outside the Porters' Lodge to advise Students of the final day of the examination period.

Outside of silent hours, playing music or musical instruments is permitted but noise levels must not cause annoyance or disturbance.

Any noise audible outside a room constitutes a potential disturbance. The use of any sound-producing equipment may be banned by the Dean of College if necessary.

26. Posters, Leaflets, and Notices

Posters, leaflets, or notices must not be displayed in public areas of the College without the prior permission of the Head Porter. Subject to considerations of space, permission to display materials on notice boards will normally be refused only where the material sought to be displayed is unlawful or indecent or may lead to unlawful behaviour, or where permitting its display may amount to a breach of any duty imposed upon the College by statute. Students are permitted to display posters, etc. within their own room using the notice boards provided, but must keep the windows completely clear of posters, leaflets, decorations, flags, or other items. This includes items hung from windows, or otherwise displayed on or against the outside walls of Student rooms.

27. Proctors' Notices and University Regulations

Students are reminded that they are members of the University, as well as of the College, and must abide by the [University's Regulations](#). They should also take note of the [Proctors' Notices](#), which are also posted on the screens in the archway outside the Porters' Lodge.

28. Recordings of Meetings and Conversations with Members, Staff and Visitors of the College

No meeting/conversation with any member, staff or visitor of the College should be recorded without the explicit permission of every party present at the meeting/conversation, and no party is obliged to give such permission. To request a recording of the meeting/conversation all parties must be informed in advance of the meeting/conversation: (i) that a request for a recording is being made; (ii) whether the request is for audio and/or video recording; (iii) the reason(s) why the recording is being requested; (iv) how the recording will be stored and for how long the recording will be retained; (v) that the person(s) requesting the recording undertakes to ensure that it will only be seen by them and that it will be destroyed after the period of time for which the recording is required has elapsed. All parties to the meeting/conversation must be given an adequate opportunity to object to the recording being made and, if anyone does object, the meeting/conversation must not be recorded.

In accordance with University policy, any Student who has access to a recording of a supervision or teaching session must use it only for their personal private study, and must not reproduce it, pass it on, or make it available to anyone else other than for transcription purposes, including by any electronic means such as e-mail, attachment or posting on any website or social media on any platform.

Any recording initiated by College will be subject to the same requirements as detailed above and will further be subject to the College's Data Protection Policy and General Data Protection Regulations, which include the right of any subject of the recording to request it to be erased, or to otherwise object to the processing of the recording.

29. Rooms

Students are required to keep their rooms clean and maintain them in good order, in accordance with the terms of their Accommodation Lease/Licence (as applicable).

30. Roofs

Climbing out of windows, onto roof areas (including the battlements in New Court), or onto window sills or ledges, or any other part of the fabric of the College, or onto any scaffolding, is strictly forbidden, except in an emergency.

31. Safety

All members of the College are responsible for their own safety, must not endanger the health and safety of anyone within College grounds or in the course of a University or College activity, and must be mindful of how their actions may impact the safety of others. Members of College are asked to identify hazards and to report all matters affecting health, safety and the environment to the Head Porter or the Leckhampton Site Manager. Defects or damage to College property should be entered on a Maintenance Repair Sheet in the Porters' Lodge or reported to the Maintenance Department. Members of the College who have an accident on College property **must** report to the Duty Porter, who will administer first aid and/or contact emergency services as appropriate, and complete an Incident Report Form.

32. Site Security

The Main Gate of the College is secured at 19:30; access is by Late Key from that time. The security of the College depends on the responsible use of Late Keys: all members must be vigilant and must not admit unknown persons.

Lost keys must be reported immediately to the Head Porter or the Leckhampton Site Manager. Duplicate keys may be issued in special circumstances but must be returned within two days. A replacement charge will be levied if keys are lost or not returned on time.

It is forbidden, except with written permission from the Head Porter or the Leckhampton Site Manager, to surrender any College keys to anyone but the Porters or the Leckhampton Site Manager, or to have duplicate keys made. Under no circumstances may keys be surrendered to anyone for them to occupy, look after or check a Student room or flat in a Student's absence.

33. Smoking

Smoking, including the use of electronic cigarettes and shisha or hookah pipes, is not permitted on any College property except as follows:

- Smoking is permitted in the area between the white line and the Golden Gates (Stable Yard) in Old House, and in the designated area outside Leckhampton House.

- It is also permitted in the gardens and outside grounds of Leckhampton, but not in the pool area or the immediate vicinity of any of the buildings; in particular, smoking is not permitted on the Leckhampton House patio areas, the Kho Building roof terrace, under the GTB or in the area around the sports pavilion.

Individuals smoking in permitted areas must maintain a proper respect for others in the vicinity and are responsible for the safe and tidy disposal of any debris. See the [College policy on smoking](#) for further information.

34. Social Media

The College is supportive of the responsible and respectful use of social media. However, Students should remember that they are responsible for everything that they post (which may become publicly available, forwarded by others, or otherwise escape their control). They should therefore take care when advertising College events on social media. It is prohibited to post anything on social media which could reasonably be regarded as abusive, humiliating, discriminatory, derogatory, or as harassment, or that could bring the College or University into disrepute, or that could adversely affect any other person or group of people.

35. St. Bene't Churchyard

St. Bene't Church has a close association with the College, dating back to its Foundation. The Churchyard adjoins the College. It may be visited and used as a place of tranquillity and reflection but as consecrated ground it must be respected. Its use, for example, for play rehearsals or picnics is not permitted without the prior written permission of the Dean of College.

36. Balloons and Sky Lanterns

Due to the environmental damage that they cause, the release of balloons and sky lanterns on/from College property is prohibited.

C. Parties, Meetings, Functions, Dinners and Events

37. Protocols for Obtaining Permission and Booking Rooms

Students, whether acting individually or on behalf of a College/University society, wishing to hold a party, meeting, function, dinner, event and/or any other social gathering (hereinafter referred to as "events") must adhere to relevant protocol set out below. It is the responsibility of the Student organising the event to ensure that the correct protocol is followed. For the purposes of these Rules, 'speaker' is defined as someone who is invited to talk on a subject.

1. Where the event
 - a. involves an external speaker;
 - b. requires catering; **and/or**
 - c. will take place in a Bookable College Venue (see list below)

then it must be booked, and permission must be sought, via **Corpus Event Booking System (CEBS)** at **least 7 days before the event** is due to take place. If the event **requires catering**, then the request must be made **14 days** before the event is due to take place.

The online form enables the user to book a room/garden area, request catering facilities and seek permission from the Dean of College.

**** The only exception to this protocol is that events taking place in Leckhampton Hall, the Warden's Meeting Room or the Leckhampton Gardens with fewer than 30 people may be booked using the**

Corpus Informal Gathering Register (CIGaR). Events with more than 30 people must be booked and permission must be sought using CEBS.

2. The College does not manage bookings for the JCR/MCR TV Room, or individual Student rooms. However, permission from the Dean of College is required for any event that:
 - a. involves more than 12 people in any Student room; **or**
 - b. Involves more than 30 people in the JCR/MCR TV Room.

Permission must be obtained via the **Corpus Informal Gathering Register (CIGaR) at least 48 hours before the requested event is due to take place.**

NB: the thresholds for seeking permission cannot be circumvented by the use of multiple nearby rooms where such rooms form part of the same overall event.

List of Bookable College Rooms and Garden Venues that must be booked using CEBS: Dining Hall; Fellows' Garden; Harley Mason Room; Kho Roof Terrace; Law Room; Leckhampton Bar; Leckhampton Dining Hall; Leckhampton Music Room; McCrum Lecture Theatre; Meeting Room I4; NCR; New Court; OCR; Old Court; Parker Room; Pelican Bar; and Warden's Meeting Room.

38. Rules for Parties, Meetings, Functions, Dinners and Events

The College will comply with Prevent guidance and the University's Code of Practice on the Freedom of Speech when considering requests for room bookings and all organised parties, meetings, functions, dinners and/or events, and it expects Students to be mindful of the College's obligations in these areas.

Any alcohol provided at parties must be provided in a manner consistent with UK Licensing Law, which means that any sale of alcohol must be covered by the College's alcohol licence. If necessary, Students are encouraged to seek guidance on this matter from either the Bursar, the Domus Bursar, the Catering Manager and/or the Dean of College.

The Duty Porters, the Dean of College, the Warden of Leckhampton and/or any other Fellow of College may shut down a party/social event and require attendees to disperse whenever they consider that circumstances warrant such action.

The host(s) of a party will be held responsible for the safety of participants and guests, and for overseeing their reasonable behaviour; for the control of noise; for maintaining the room in a safe condition at all times (in particular the ban on smoking and on the use of candles must be rigorously enforced); for tidying up the room and any nearby affected rooms and for disposing of rubbish appropriately.

For garden parties/events, the following rules also apply:

- Furniture may not be removed from College premises/houses for use at the event. Heavy pieces of garden furniture must not be moved from their positions.
- No ball sports, frisbee, or other boisterous or noisy activities are allowed.
- No amplified music may be played at any garden party or anywhere in the gardens, including at the Leckhampton Swimming Pool.
- Immediately upon completion of the party, the organiser is responsible for ensuring that all debris (including glasses, food, cigarette ends, cans, decorations etc.) is removed and placed in the relevant disposal facility.
- The organiser is responsible for ensuring that no broken glass remains in the respective garden areas, and which could cause injury to others using the area and its surroundings.

- Gates and entrances must not be propped open, at any time during garden parties. A steward must be present at all entrances being used for access to the event before the start and at the end of the event

To minimise disturbance to nearby residents:

- Parties and other social gatherings held during Monday–Thursday and on Sunday must end by 23:00, with all noise ceasing by this time.
- Parties and other social gatherings held on Fridays and Saturdays may, with explicit permission of the Dean of College, end at midnight. All noise must cease by midnight. Failure to comply with this Rule may mean that permission to run future parties until midnight is denied.

Permission is required for all meetings (including dinners) to which speakers who are not resident members of the College are invited, and for all other meetings on College premises, whether or not the meeting is open to the public. This applies to both indoor and outdoor meetings. Permission is sought via the Event Booking System.

These rules should be read in light of the [College's Statement on Freedom of Speech](#). Students must not intentionally or recklessly impede freedom of speech or lawful assembly on College grounds.

It should be noted that events/meetings are subject to other legal rules, including section 14 of the Public Order Act 1986. A speaker, for example, who incites an audience to violence, to a breach of the peace, or to racial hatred is not engaging in lawful speech. Assemblies of people (i.e., a crowd of people, but not one defined by a specific number of people), even if assembling for lawful purposes, will not be lawful if they cause serious public disorder or breaches of the peace. It is also a criminal offence to incite racial hatred (Part III, Public Order Act 1986) or incite hatred on grounds of religion or sexual orientation (Part IIIA, Public Order Act 1986).

The College has (i) a duty to ensure freedom of speech (section 43 of the Education (No 2) Act 1986), including academic freedom; and (ii) a duty under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.

39. Stewards at Events

All events require Stewards, who must be nominated in advance and who must carry out the following duties:

- be present at the entrance to the event and/or garden gate (or any other entrance/s being used for access to the event in question) from 10 min before start until 10min after the end of the event;
- ensure that numbers attending are to the agreed maximum limits;
- refuse entry or to remove anyone if they exhibit unsuitable standards of behaviour;
- familiarise themselves with the location of fire equipment, alarm points and to use fire extinguishers if circumstances dictate;
- familiarise themselves with all emergency exit routes and ensure they are kept clear at all times;
- supervise the orderly evacuation of the area in the event of an emergency; *and*
- ensure that the area is left in a safe and clean condition at the end of the event

One steward is required for events with fewer than 30 attendees, two for events with fewer than 70 attendees, three for events with fewer than 100 attendees and four for events with more than 100 attendees. The person organising the event is automatically considered to be steward. In extraordinary situations, exceptions may be made to this arrangement, provided that agreement has been sought from the Dean of College and the Senior Tutor at least one week in advance of the event taking place.

D. Academic Rules

40. Academic Responsibilities

Students are required to apply themselves diligently to their studies.

Undergraduate students must attend all supervisions/classes that have been arranged for them unless they are prevented from doing so by a satisfactory reason (if a Student is in doubt as to whether something is a satisfactory reason, they should consult their Tutor as far in advance of the supervision as possible). Anyone who fails to attend a supervision may be required to pay the cost of that supervision unless a satisfactory explanation has been received by the supervisor before the supervision or within 24 hours of the scheduled time of the supervision.

Students must also attend lectures, classes and/or seminars given in connection with their courses, in whatever format they are delivered, as recommended by their Director of Studies. Students who fail to engage in their studies to the satisfaction of their Directors of Studies will be given guidance on how to improve their engagement by their Director of Studies and/or their Tutor.

41. Academic Misconduct

Students must comply fully with the University regulations on discipline regarding academic matters.

Students must not engage in academic misconduct in work of any type. Academic misconduct, broadly speaking, is any action which gains, attempts to gain, or assists others in gaining or attempting to gain unfair academic advantage. It includes plagiarism, collusion, contract cheating, and fabrication of data as well as the possession of unauthorised materials during an examination. Every current and former Student of the University is expected to understand and abide by rules of behaviour which specifically prohibit academic misconduct. Guidance on plagiarism and academic misconduct may be found at www.plagiarism.admin.cam.ac.uk.

If plagiarism or other academic misconduct is detected, whether in supervision work, in dissertations, in examinations or in any other context, disciplinary proceedings may be pursued by the College or by the University authorities as appropriate.

42. Academical Dress

Members of the College must wear a gown in Chapel (unless a surplice is worn) and at dinner in Formal Hall, except where permission been given for gowns to be dispensed with (if in doubt, contact the Dean of College). The University regulation regarding academical dress provides that '[m]embers of the University in *statu pupillari* shall be required to wear their proper academical dress when attending University ceremonies in the University Church or in the Senate House, and at all other times at which the Vice-Chancellor may by public notice direct that academical dress be worn.'

Questions regarding academical dress should be addressed to the Praelector.

***** END *****