Corpus Christi College

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Founded 1352

College Rules

As at 19th January 2016
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COLLEGE RULES

1. GENERAL COLLEGE RULES

These rules are applicable to all junior members. They are intended solely to ensure the smooth running of the College as a community. They aim therefore to do no more than conform to the dictates of common sense and of reasonable consideration for others. The Dean of College is responsible to the Governing Body for discipline and good order in the College. The Porters are answerable to the Dean for its maintenance. They have his or her authority to take any action they think necessary to maintain good order, and all members of the College are enjoined to cooperate with them to this.

2. BICYCLES

The University Proctors require all bicycles belonging to undergraduates to be marked with a letter and number on the rear mudguard. Those who already have their bicycles marked retain the numbers already allocated to them. Those newly coming into residence should apply to the Porters’ Lodge for the allocation of a number. Unmarked bicycles will be removed from College bicycle racks. Bicycles must not be ridden anywhere in College, or left anywhere in College, except in the bicycle racks provided. Permission must be sought from the Head Porter to leave bicycles in the Old House over the summer vacation. Failure to do so may result in the removal and disposal of such bicycles.

3. CARS AND MOTOR CYCLES

Applications for the use of cars and motorcycles by undergraduates in Cambridge must be made to the Tutorial Office and University Proctorial permission must be obtained. The College only has a very limited number of spaces for use by undergraduates. Furthermore the City Council are actively discouraging the presence of cars in the City centre. It is therefore strongly recommended that no thought be given to bringing a car to Cambridge. University Regulations lay down the procedure for those wishing to bring a car or motorcycle to Cambridge, if permission is granted. It may in this case only be parked at the Leckhampton sports ground: there are no other parking places.

Illegal parking on College property (e.g. parking a car, which is meant to be at the Leckhampton Sports Ground) will incur an automatic fine of at least £15 in the first instance, £20 in the second and £25 in the third.

4. COLLEGE BAR

The College Bar may be used by members and staff of the College and their bona-fide guests only. Incidents involving bad, threatening or excessively noisy behaviour will be treated as a serious breach of College discipline. The Duty Porter and the Senior Bar Staff are empowered to close the Bar whenever they judge that circumstances warrant such action. Members of the college will be held responsible for the behaviour of their guests.

5. COLLEGE COURTS

Junior members of College must not walk on the lawns of the Old and New Courts; nor should they at any time “sit out” in those courts. Permission may be given by the Dean of College for some limited use of the Old Court lawns and Bursar’s Gardens at the beginning of Easter Full Term and after the examination period.

6. COOKING IN ROOMS

Cooking in rooms is FORBIDDEN and only automatic kettles may be used. Very limited facilities for cooking are provided in gyp rooms. Private equipment (e.g. boiling rings, ovens, microwaves, pans, toasters, rice cookers etc.) is not allowed.
7. ELECTRICAL EQUIPMENT

Privately owned portable electrical equipment brought to College (kettles, hi-fi, computers, hair-dryers etc.) must conform to British Standards (the BEAS Kite Mark), and be fitted with a correctly wired and fused plug.

8. COLLEGE DISCIPLINARY TRIBUNAL

Infringements of the College Rules, or other behaviour which interferes with the rights of members and staff of the College and compromises the functioning of the College as a place of study will, if not dealt with summarily by the Dean of College (or the Head Porter acting with the Dean’s authority) be referred to a Disciplinary Tribunal with the power to impose punishments which are likely to be severe, for instance heavy fines or sending down. The Tribunal consists of three Fellows. Cases will mostly be referred to the Tribunal by the Dean of College, the Tutor for Advanced Students or Senior Tutor. A copy of the College Disciplinary Procedure is available on request from the Tutorial Office.

9. COMPUTERS

All users of the College’s IT facilities must comply with the University Information Strategy and Services Syndicate’s Rules, and all associated guidelines as detailed here: http://www.cam.ac.uk/cs/issss/rules/ and in the pages leading from it, and in all relevant legislation. Some of the main points which these cover are that the material must not be pornographic, nor defamatory; contravene the Data Protection Act; breach any copyright or trademark registration; nor bring the University or Colleges into disrepute.

The College has its own Ethernet network which is connected to the Cambridge University Data Network and to the Internet. The majority of College accommodation is connected.

Students wishing to connect their computers to the College network should apply to the Information Services and Technology Team (helpdesk@corpus.cam.ac.uk) who are available to help and advise on computer related issues.

Junior members of the College are prohibited from installing webcams or network hubs/routes in their College rooms. Each junior member is responsible for the ethernet connection in his/her College room. If any message or data is sent or downloaded from/to a PC in his/her absence or presence the junior member will be held responsible.

The College views any breach of these rules seriously. In addition to any penalty imposed by the University or an outside body, the College will treat any breach of these rules as a disciplinary matter. At the very least, and in addition to any other penalty, the junior member concerned may expect to have his/her access to College’s IT facilities severely restricted or withdrawn.

10. DISTURBANCE TO OTHER RESIDENTS

Junior members should not disturb other residents of the College at any time, whether by amplifiers, by musical instruments or by any other form of noise, and should always consider their neighbours who may wish to work or sleep. They should regard any noise audible outside their own rooms as a potential disturbance.

11. DOMESTIC ARRANGEMENTS

A member of the Domestic Staff will visit junior members’ rooms on a regular basis to carry out routine cleaning. Persistent failure by a junior member to give reasonable access will be reported to the Head Housekeeper for appropriate action.

12. DRESS

If required by the senior member responsible, gowns should be worn at lectures and supervisions, and when paying official (as distinct from social) visits to a University or College officer. Gowns must not be worn over sports kit. It is also expected that day-to-day attire in
College public places (for example, the College Bar or the Taylor Library) should be of a reasonable standard.

13. DRUGS

The College views the use of illegal drugs very seriously, and will consider a range of punitive actions including sending down. The loss of emotional stability, academic focus and concentration associated with drug-abuse can seriously harm or even terminate a promising academic career. Junior members are urged to view such activities with the same seriousness as the College.

14. EXAMINATION PERIOD

The examination period, and time beforehand spent in preparation, requires a very quiet and studious atmosphere. The rules governing public access to the College, the opening hours of the Bar and the playing of music in it will be varied accordingly.

15. EXEATS

Undergraduates wishing to be away from Cambridge overnight during Term and Full Term need an exeat. These may be obtained from the Porters' Lodge.

(a) For one or for two successive nights, an exeat may be obtained by signing in the book in the Porters' Lodge.
(b) For three or more nights, an exeat form must be signed by either the Dean of College, OR by the undergraduate's Tutor. The exeat form must then be left at the Porters' Lodge before departing. The exeat should include an address and telephone number at which the undergraduate can be contacted.
(c) Undergraduates must report their return to the Porters' Lodge.
(d) Failure to comply with this rule will incur an automatic fine of £10.

16. FIREARMS

Any undergraduate wishing to bring a firearm, including a shotgun, to College should seek the prior permission of the Dean of College. An up-to-date licence will be required, and the firearm kept in secure conditions in the Head Porter's Office.

17. FIRE SAFETY

All members of College should familiarise themselves with the following:

a) what to do in the event of fire;
b) what to do if you hear the fire alarm;
c) basic fire safety;
d) the means of escape from your room. In the event of fire, all College members are responsible for escorting guests in their company to fire assembly points.

New students must attend a short talk on fire safety at the beginning of Michaelmas Full Term, which is arranged as part of the standard induction programme for graduates and undergraduates. Any queries about fire safety can be raised either through the student safety officers or directly with the Head Porter.

Fire exit routes, staircases, landings and passageways must be kept free of any obstruction and loose materials (e.g. suitcases and boxes).

Any abuse of fire equipment is taken very seriously, and individual cases will be referred to the Dean of College for disciplinary action. An automatic fine of at least £75 is levied, in addition to the cost of replacement or repair of any equipment damaged.

Any cooking facilities in use must not be left unattended. Disciplinary action may be taken against anyone who causes activation of the fire alarm systems by failure adequately to monitor cooking facilities.
18. FORMAL HALL

_Bona-fide_ personal guests, who must be accompanied, are welcome to dine in Hall. In Hall at formal dinner, and in Chapel, junior members and their guests are expected to wear respectable clothing, (normally a jacket and tie or equivalent) and, if members of the University, gowns. Members of the College will be allowed two guests each, and will be responsible for their behaviour. Junior members wishing to invite three guests should approach the Catering Office; permission for more guests should be sought from the Dean and will only be granted in exceptional circumstances. The use of Formal Hall for dinners of College or University Societies is possible only with the prior permission of the Dean of College. Telephone calls may not be made or received in Hall, at either lunch or dinner. In Formal Hall, the use of mobile telephones for purposes other than making or receiving telephone calls is permissible only after the second grace.

19. FUNCTION ROOMS ETC

Regulations for the use of College facilities and function rooms form part of these rules, and are available from the Catering Department.

20. GARDEN PARTIES (EASTER TERM)

Permission to hold garden parties may be granted by the Dean of College. Junior members wishing to hold a garden party in the Bursar’s Garden should, in the first instance, see the Head Porter. Those wishing to hold a garden party in the Leckhampton Garden should, in the first instance, see the Secretary to the Tutor for Advanced Students.

21. GUESTS

There are a few rooms in College for male and female guests. Guests may be accommodated in College guest-rooms or undergraduates’ rooms for up to three consecutive nights; copies of the regulations relating to overnight guests are posted in the signing-in book. Camp beds/sleeping bags are available, for a modest hire charge, from the JCR Amenities Officer.

The names of all guests of Undergraduates must be entered in the Dean's Guest Book kept in the Porters' Lodge by 10.30 p.m. on the night in question. It is essential for safety and security purposes that the College has this record and failure to enter a guest in the book will incur an automatic fine of £10 in the first instance. For more than three consecutive nights, special permission must be obtained from the Dean of College. The Domestic Manageress or her staff should be kept informed about intended guests. Unless permission has been obtained from the Dean of College, undergraduates are expected not to book guest rooms, nor to have guests staying in their rooms for more than seven nights in total per termly lease period. Undergraduate members of the College staying in the room of another undergraduate shall count as guests for the purposes of this rule. All guests should vacate their rooms by 9.00 a.m. at the latest. The well-being and behaviour of guests throughout their stay in College, including dining in Hall and in the College Bar, is the absolute responsibility of the host.

22. KEYS AND SECURITY

Keys for the outer doors of rooms, and for cupboards (if fitted), of all rooms in College accommodation, are issued by the Porters’ Lodge. A Late Key, giving access to the College when the Main Gates are closed, is also issued at the same time. Graduates may draw a Late Key on application to the Head Porter. The Late Key system is designed for the convenience of undergraduates, but it does involve an element of security risk for the College. All concerned are asked to treat the system and the keys responsibly.

Undergraduates are most strongly advised to ensure that the doors of their rooms are firmly locked at all times. Those who live in College Hostels should also make a point of seeing that the front door closes behind them when they leave the building. In no circumstances should these doors be propped open, or the lock left “on the snib”; it only takes a thief a few seconds to make an illegal entry.
Whilst the College staff endeavour to leave undergraduates in undisturbed occupation of their rooms, the Bedmakers need to visit rooms regularly, and it may be necessary on occasions to authorise staff to enter for repairs and maintenance.

Room keys, and the Late Keys issued to undergraduates must be safeguarded carefully. Losses should be reported to the Head Porter immediately. Duplicate keys may be issued in special circumstances, but must be returned within TWO days. Failure to return keys, when required, will incur an automatic fine of £20 for each key.

23. KITCHENS AND 'GYP' ROOMS

Kitchens and Gyp Rooms are provided for the preparation of light snacks and are not to be used for the preparation of full meals. These must be kept clean and tidy at all times. Persistent offenders may find that their unwashed crockery etc may be removed by the Domestic staff without warning, or the use of the facility may be withdrawn.

24. LATE KEY

The Main Gate of the College is closed at 11.00 p.m. nightly. Those wishing to get in or out of College when the gate is closed, should use the Late Key attached to their room key. Please use the key responsibly, as this does involve an element of security risk for the College.

Junior members in statu pupillari who do not reside in College property may draw a Late Key from the Head Porter. A fine of £30 will be levied if a Late Key is lost or if it is not returned to the Head Porter when required.

25. PETS

No live animals may be kept in College rooms.

26. PRIVATE DINNER PARTIES; DINNERS OF COLLEGE OR UNIVERSITY SOCIETIES

Permission to hold such dinners may be granted by the Dean of College. Junior members wishing to organise such a function should, in the first instance, approach the Catering Office.

27. PROCTORS' NOTICES

Notices by the University Proctors concerning University Regulations are posted on the screens in the archway near the Porters' Lodge. Junior members should always acquaint themselves with the contents of these notices.

28. ROOFS

Climbing out of windows or walking or climbing on roof areas (including the battlements in New Court) is strictly forbidden, except in an extreme emergency or in a life-saving situation.

29. ROOMS – FURNITURE AND DECORATION

An inspection of furniture and room decoration is made at the beginning of each academic year to ensure that they are in a satisfactory condition. All rooms are equipped with a desk, desk-lamp and shades for overhead lights. The occupant of each room is responsible for any dilapidation, other than fair wear and tear, occurring during the year. Care should therefore be taken to avoid damaging carpets and upholstery, and when placing hot kettles etc., on polished surfaces.

Pictures should be hung from picture rails where these are provided. Blue-tak, nails, drawing pins, and adhesive tape etc., must not be used on the walls or woodwork as they will result in heavy redecoration costs which will be charged to the individual concerned.
Posters and stickers may not be affixed to windows or doors anywhere in the College. Washing, clothes and other items may not be hung outside the windows, placed on window sills or on any part of the building.

Under legislation introduced in 1996, the following furniture and furnishings must carry a label certify that they comply with the Furniture and Furnishing (Fire Safety) Regulations, 1988: upholstered chairs, pillows, scatter cushions, loose covers and fabric wall decorations. College property will conform; personal items should also conform and be clearly marked with the owner’s name. All items not so marked will be regarded as College property. Junior members will be asked to remove any that do not conform with the regulations.

Minor repairs and any points regarding room furniture or decoration should be requested on the appropriate form in the Porters’ Lodge. “DIY decoration” of rooms, or repairs to furniture or other fittings, or the laying of electrical/data cabling is strictly forbidden.

30. SAFETY

All members of the College have a responsibility to ensure the safety of themselves and others. Members of College are asked to identify hazards and to report all matters affecting health, safety and the environment. Any defects or damage must be entered on a Maintenance Repair Sheet kept in the Porters’ Lodge.

Members of the College who have an accident on College property must complete an Accident Form. Blank forms are kept in the Porters’ Lodge.

31. SMOKING

There is a designated smoking area in the Old House alongside the Trumpington Street entrance to Stable Yard. The area is between the white line (painted on the ground) and the metal gate. Smokers must keep strictly to that area only and must dispose of cigarette ends in the bin provided. There is also a designated smoking area at Leckhampton. Apart from these designated smoking areas, smoking is not permitted in any part of the College’s premises, entrances or courtyards by any person. “Premises” is defined as any building, or substantially enclosed area occupied by one or more members of the general public or a space used by one or more members of staff, students or Fellows. This includes all undergraduate hostel buildings; Bene’t Street, the Beldam Building, Botolph Court, Newnham House and 6-8 Trumpington Street.

32. ST. BENE’T CHURCHYARD

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

The Head Porter is authorized to collect all automatic fines specified above, and may impose other fines or periods of community service for breaches of any of the College Rules, or other breaches of good discipline.