

# Regulations and General Information

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for Student Members  
of the College

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2022–2023



TRINITY  
COLLEGE  
CAMBRIDGE

Information in the White Book may be revised during the course of the academic year. The latest edition is available on the College website at <https://www.trin.cam.ac.uk/download/the-white-book>. In case of differences between the printed and the online versions, the online version will be regarded as definitive and take precedence.

## THE WHITE BOOK

# Introduction

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

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

All students are expected to be familiar with the contents of the 'White Book' which should be read in conjunction with appropriate sections of the College intranet (in particular the Policies section <https://trinitycollegecambridge.sharepoint.com/sites/policies>), the Student Services Hub and the University website. They are also expected to familiarise themselves with the Accommodation Handbook (see under [http://www.trin.cam.ac.uk/accommodation\\_handbook](http://www.trin.cam.ac.uk/accommodation_handbook)), which gives more detailed information about the room allocation process, licence agreements, room rates and the rules governing College accommodation. This information is important to ensure that students experience a safe, productive and enjoyable time in Trinity.

College intranet: [www.trin.cam.ac.uk/intranet](http://www.trin.cam.ac.uk/intranet)

Student Services Hub: <https://www.trin.cam.ac.uk/students>

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

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THE WHITE BOOK

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## **PART 1**

# **Academic and Tutorial**

## **Administration**

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

#### ***The Student Body***

The student body of the College comprises around 750 undergraduate and 400 postgraduate students. Students are formally referred to as 'Junior Members' of the College in the College Ordinances.

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

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

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

All undergraduates have membership of the Trinity College Student Union (TCSU), postgraduates are members of the BA Society and have the right to membership of the TCSU which will be granted upon request to the TCSU President. Elections are held annually for the TCSU and BA Society Committees, which manage the day-to-day affairs of their members. (These are the equivalent of the JCR and the MCR in other colleges.)

### ***The Fellows***

The governing body of the College comprises the Master and about 190 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 the Charity Trustees.

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

Every student has a Tutor (section 17) and every undergraduate student a Director of Studies (section 8). In addition, students will come into contact with a number of other College Officers and support staff who are integral to the way in which the College operates.

The Tutorial Department is headed by the Senior Tutor who is supported by the Director of Tutorial and Academic Services, who in turn is helped by an assistant and a small team of administrators who support the Tutors, academic staff and other Fellows. In particular, the Tutorial Office staff are available every day to provide practical advice and support (e.g. letters of confirmation of student status for banks, advice about welfare support etc.). Other members of the Welfare Team include: the Nurse, the Wellbeing and Mental Health Advisor (section 19), and the College Chaplains (section 57). The Fellows Office and the Admissions Office also fall within the remit of the Tutorial Department. The Admissions Office comprises the Director of Admissions and two Tutors for Admissions, one for the Arts, one for the Sciences and an Administrator. An Outreach Coordinator and a School Liaison Officer are responsible for encouraging students to apply from as wide a range of backgrounds as possible.

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

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

## 2. TERM DATES

The University's academical year extends from 1 October to 30 September, and is divided into three terms (Michaelmas, Lent and Easter) and three vacations. The term dates for 2022–23 are provided below.

Undergraduate students are expected to be in Cambridge during the teaching term, known as Full Term, which is eight weeks long with a few days either side for private study. This is the period during which University lectures, supervisions, departmental classes and examinations take place (the main examination period is in Easter Term). For details, see below (section 3).

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

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

### *Term Dates 2022–23*

<b>Michaelmas Term</b>	<b>1 October 2022 – 19 December 2022</b>
Redit Day ( <i>Full Term begins</i> )	4 October 2022
Exit Day ( <i>Full Term ends</i> )	2 December 2022
<b>Lent Term</b>	<b>5 January 2023 – 25 March 2023</b>
Redit Day ( <i>Full Term begins</i> )	17 January 2023
Exit Day ( <i>Full Term ends</i> )	17 March 2023
<b>Easter Term</b>	<b>17 April 2023 – 25 June 2023</b>
Redit Day ( <i>Full Term begins</i> )	25 April 2023
Exit Day ( <i>Full Term ends</i> )	16 June 2023

### **3. RESIDENCE REQUIREMENTS AND EXEATS**

**Postgraduate Students should refer to page 20.**

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

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

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

#### ***Exeats***

Students who spend any nights away from Cambridge during Full Term must make these up by residing for additional nights within the same term but outside Full Term. An undergraduate is normally allowed three Exeats (i.e. to be absent from Cambridge for up to three nights in total). It is not necessary to ask permission for these nights away before leaving Cambridge, but you must 'swipe out' and 'swipe in' (as mentioned in section 34). If you wish to be away for a longer period you should consult your Tutor, who may allow additional Exeats in exceptional circumstances. An undergraduate who has an Exeat must return to Cambridge before midnight on the night following the night of absence.

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

In addition to the University's residence requirements, the University has a legal responsibility to monitor the academic engagement of all those who hold student visas under its sponsorship and the College is required to assist with

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

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

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

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

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

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

The College's privacy notice for students explains how the College handles and uses information collected about those applicants who receive an offer of study, and students once they join the College.

It may be necessary to process personal data, whether held on an IT system or otherwise, under the terms of the General Data Protection Regulations 2018. Processing may be the responsibility of the University, the College or

the individual member, depending on the purpose for which the data is held. The Statutory Data Protection Officer is the Office of Intercollegiate Services (OIS). The College's Data Protection Lead is the Health, Safety and Data Protection Manager who will provide a copy of the College Data Protection Policy on request; the policy is also to be found on the College website (<https://www.trin.cam.ac.uk/website/dpn>).

## 6. GRADUATION

Although Congregations (degree ceremonies) are held at intervals throughout the year, most undergraduates proceed to their first degrees at the end of their final term, at General Admission. In 2023, Graduation Day for Trinity College graduands is **Wednesday 28 June 2023**. Graduands and their guests attend a ceremony in the Senate House in the morning, followed by lunch in College afterwards. Full details will be circulated to those expected to graduate at the beginning of the Easter Term.

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

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

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



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# Undergraduate Study

## 7. THE UNIVERSITY

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

## 8. DIRECTORS OF STUDIES (DOS)

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

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

## 9. SUPERVISORS AND SUPERVISIONS

Directors of Studies will normally assign all undergraduates to one or more supervisors. In some subjects, this may be done by the Faculty for those in their third or fourth years. Supervisors provide personal teaching ('supervisions')

regularly throughout the term. Attendance at supervisions is compulsory and any undergraduates who find themselves unable to attend at the times arranged must inform their Supervisors as early as possible. Undergraduates who fail to attend a supervision without good cause may be fined a sum equivalent to the cost of the supervision missed. Students must do the prescribed preparation in advance of the supervision, including writing the essays or preparing the sample questions. Supervisors have the right not to supervise a student if the student has not done the prescribed work without good reason. Supervisions are an opportunity for students to ask questions about material they do not understand and to deepen their understanding of the material with the help of Supervisors and through engagement with co-supervisees. Active participation is expected from all students in supervisions.

The College's Academic Skills programme offers one-to-one sessions and workshops for students who would like help with their writing or study skills. These are organised by the College's Academic Skills Tutor. Further information is available on the Student Services Hub.

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

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

## **10. STUDENT FEEDBACK**

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

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

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

## 11. EXAMINATIONS

All undergraduate courses at the University of Cambridge lead to a single degree; the Bachelor of Arts. On graduation, you will be awarded a BA(hons). In Engineering, Mathematics, Computer Science and some Natural Sciences subjects a further year of undergraduate study is available. These integrated masters courses lead to either a Master of Science (MSci), Master of Mathematics (MMath) or Master of Engineering (MEng).

Degree courses are assessed through examinations in broad subject areas called Triposes, with each Tripos divided into one or more Parts. It is a College requirement that every undergraduate should sit, and pass, a Tripos (or in some cases a Preliminary examination) each year. Some subjects have examinations throughout the year, but the main examination season occurs in the Easter Term and runs from around mid-May until the end of Full Term.

In order to qualify for the BA degree, you need to complete a number of Parts in one or more Triposes. No official class is assigned to the overall degree issued by the University of Cambridge. Instead, each Part of a Tripos is self-contained, with separate results for each one and no averaging out for a final degree.

Examination registration is completed online. Instructions are issued by the Tutorial Office in Michaelmas Term.

The University provides students with a paper copy of a full transcript to supplement the degree certificate issued at graduation. Official transcripts, online through Digitary CORE or additional paper copies, are available through CamSIS self-services accounts. Unofficial transcripts can be printed off at any time through the same accounts.

## 12. PLAGIARISM AND OTHER ACADEMIC MISCONDUCT

Plagiarism and other forms of academic misconduct such as falsifying data, or gaining an unfair academic advantage in any examination or other assessment, is prohibited by the University and under the College's Code of Discipline. The following extract is taken from the University's statement on plagiarism, available at:

[www.plagiarism.admin.cam.ac.uk/what-plagiarism/students-responsibilities](http://www.plagiarism.admin.cam.ac.uk/what-plagiarism/students-responsibilities)

It is every student's responsibility to:

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

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

### 13. SCHOLARS

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

### 14. THE DEAN'S COMMITTEE

This Committee is chaired by the Dean of College, who is the Fellow most immediately concerned with maintaining discipline, and consists of four Tutors and six other Fellows. The Dean's Committee will consider individually cases of poor examination performance, and may require that a student whose record of work has been unsatisfactory, or whose result is weak, shall not return into residence. In particular an undergraduate who is not classed in an examination is not permitted to return into residence unless the College Council, on the recommendation of the Dean's Committee or on appeal by the student

concerned, decides otherwise. Furthermore, when the work of a student is found to be unsatisfactory, the case may be referred by the relevant Director of Studies for review by the Dean's Committee. The Committee may require students to explain their poor performance, either in writing or in person. If students encounter difficulties or obstacles that are preventing them from concentrating on their studies, they should discuss them promptly with their Tutor. See further College Ordinance XV.D (Appendix F).

## **15. CAPABILITY TO STUDY PROCEDURE**

The College is in the process of reviewing the procedure for supporting and assessing Capability to Study. This procedure sets out the steps that the College can take when there is a concern that a student's behaviour or health is adversely impacting upon the welfare or academic progress of the student, or of others within the College, or has the potential to do so. In such cases, the College may need to take action to protect the best interests of the student concerned and other members of the College community. Until the Capability to Study Procedure is published, the Fitness to Study Policy, available on the College's website <https://www.trin.cam.ac.uk/about/college-notice/#policies>, applies.

## **16. MEDICAL AND VETERINARY STUDENTS**

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

The Fitness to Practise procedures are set out in full on the University website at: <https://www.biology.cam.ac.uk/exams/MedVetSTexams/monitor>

This also sets out a less formal mechanism for monitoring the progress of medical students. The Medical and Veterinary Student Progress Panel backs up the College tutorial and pastoral system by maintaining a general overview

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

## Postgraduate Students

### *Tutorial arrangements*

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

### *Residence*

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

The University requires that all students 'keep' three terms of residence (as described in section 3) before they can be awarded any degree. Additionally, postgraduate students must complete the number of terms of research appropriate to the degrees they are taking (e.g. nine terms in the

case of research for a full-time PhD, fifteen terms for a part-time PhD). Terms of research for full-time degrees must be completed in Cambridge unless permission has been granted for a student to work away. Residence during a term is normally taken as evidence of a term of research, provided that work is carried out to the satisfaction of the appropriate Degree Committee. No College and University fees are payable on account of this residence and normal accommodation charges apply.

**The Accommodation Handbook** (see Trinity Accommodation handbook on <https://www.trin.cam.ac.uk/download/accommodation/handbook>) gives detailed information about room allocation, charges etc. For those living in a graduate hostel or College flat, it should be noted that these are managed by Bidwells on behalf of the College. Hostel rooms/flats are allocated by the Accommodation Office, but all practical matters should be discussed with the Bidwells representative (see Bidwells Accommodation handbook on <https://www.trin.cam.ac.uk/download/accommodation/handbook>).

### **Status**

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

**The BA Dinners** are usually held on Fridays during Term and are open to all members of the BA Society, including associate members and mature students. Tickets are booked through Upay (section 54) from ten days before the dinner up to three days before the dinner, and you may book an additional guest, who must be aged 18 or over. No changes (dietary requirements, cancellations) can be made after this period. Additional guests may be applied for by e-mail to the Head of Catering, via [upay@trin.cam.ac.uk](mailto:upay@trin.cam.ac.uk), at least ten days in advance of the dinner. Members must present their University ID card when entering Hall and all guests must have ID. Dress code is smart and gowns are required for Trinity members (section 4). Prices are detailed in a separate circular on catering arrangements. For more information, including details on group seating arrangements, visit <http://basociety.net/ba-dinners>.

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

**Grants**

Postgraduate students wishing to attend conferences or travel in connection with research may be eligible for grants from the Rouse Ball Research/Eddington Fund (section 29). Grants are also available to help you with expenses involved in the typing and binding of Fellowship, PhD or MPhil dissertations – claims should be submitted via the Student Services Hub <https://students.trin.cam.ac.uk>.

**Computers**

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

***Junior Research Fellowship Competition***

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

***Capability to Study and Fitness to Practise for Medical and Veterinary students***

In certain cases students may be referred to Capability to Study or Fitness to Practise procedure. For the purposes of these procedures fourth year Clinical, Maths and LLM students are considered undergraduate students.



# Welfare and Wellbeing

## 17. TUTORS

Every student has a Tutor, who is a College Fellow and who looks after the general welfare of their students. All students belong to a 'Side', and each Side is under the care of a Fellow who is designated a Tutor. Those who enter the College as postgraduates, having completed their undergraduate degree elsewhere are placed on Side F under the care of one of the Tutors for Advanced Students, while those who enter the College as undergraduates are allocated to Sides A–E and G, H and J. Students keep the same Tutor throughout their time in College, allowing Tutors to maintain a close interest in their students' academic progress and welfare, offering advice and encouragement. Tutors are Teaching Fellows but, as far as is practicable, work in a different academic field to their students. Their role is to act as advisor on personal as well as general academic matters. Their experience not only as Tutors, but also as Directors of Studies in another subject, provides them with a broad understanding of how the College and the University operates. Tutors will help students to access financial or specialist support, as needed (e.g. mental health provision or disability advice).

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

***Tutorial Administrators*** assist Tutors in their College responsibilities by providing high-level administrative support and offering advice on student welfare matters. They are often the first point of contact for a student. Further details and contacts can be found at <https://students.trin.cam.ac.uk/contacts>

## 18. OTHER SUPPORT

***The Fellow for Ethnic Diversity*** works with Fellows, staff and students to broaden the representation of the range of cultures, religions and traditions at Trinity. They organise activities and events to promote equality and diversity in College and can help address concerns of discrimination. They can be contacted on [ethnicdiversity@trin.cam.ac.uk](mailto:ethnicdiversity@trin.cam.ac.uk)

***The Fellow for LGBT+*** supports the needs of LGBT+ members of the College. They organise activities and events to promote LGBT+ equality in College and can help address concerns of discrimination. They can be contacted on [lgbtq@trin.cam.ac.uk](mailto:lgbtq@trin.cam.ac.uk)

***The Fellow for Trinity Women*** is available to female students or those who identify as women who would like to talk about any issues (whether of a personal or academic-related nature) that they either would prefer not to discuss with, or before speaking to, their Tutor. The Fellow for Trinity Women can be contacted on [women@trin.cam.ac.uk](mailto:women@trin.cam.ac.uk). Students who wish particularly to talk over a problem with a woman can also contact the College Nurse or the Wellbeing and Mental Health Advisor (for details see section 19 below).

***The Chaplains*** are available to help any member of College, regardless of religious belief. They can help those suffering from feelings of isolation, stress, homesickness or depression, but regularly see people who just fancy a chat, who want to share a concern they have about another person, or want a friendly perspective on a personal issue.

***The Junior Bursar*** ([junior.bursar@trin.cam.ac.uk](mailto:junior.bursar@trin.cam.ac.uk)) can address questions or problems with your accommodation or any other matters concerning the provision of non-educational services.

## **19. HEALTH PROVISION**

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

### ***The Porters***

- In the event of an emergency, please contact the Porters on 01223 338400.
- The Porters' Lodge is staffed 24/7 throughout the year.
- Porters are first aid trained and can assess a medical situation and take appropriate action.

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

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

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

### ***The College Nurse***

The College nurse is available to offer help to students regarding physical health concerns. Students can book an appointment or contact the nurse during surgery hours. Please note that the nurse is available part-time during Full Term only. For further details see the Health and Wellbeing pages on the Student Services Hub.

If you require advice or assistance from the College nurse, either:

- ring the surgery on 01223 338471. You may have to leave a message
- send an email to [surgery@trin.cam.ac.uk](mailto:surgery@trin.cam.ac.uk)
- contact the porters

### ***Trinity Wellbeing and Mental Health Team***

Trinity's Wellbeing and Mental Health Team consists of a full time Wellbeing and Mental Health Advisor (WMHA), and part-time Cognitive Behavioural Therapists (CBT) and Counsellors, who are all fully qualified and experienced practitioners. The team offers free, confidential, assistance to students experiencing a broad range of wellbeing and mental health related issues. If you would like to access support from a member of the team, please arrange an initial meeting with the Wellbeing and Mental Health Advisor at: [mha@trin.cam.ac.uk](mailto:mha@trin.cam.ac.uk)

Appointments with the WMHA can be made at short notice, and the meeting can be in person or online. After discussion about your situation and depending on your needs, the WMHA may offer you further sessions or refer you to College CBT or counselling for time limited therapy, the waiting times for which can vary depending on demand.

To access any of the services provided, you will need to agree to the team's privacy policy which will be explained in detail at the beginning of your first appointment. Anonymised data will be kept on numbers of students using the service for purposes of funding. All sensitive information you share remains confidential unless there are significant concerns about your welfare.

On occasion your Tutor or the Senior Tutor may ask you to meet with the WMHA to aid your wellbeing, or as part of the College's procedure to Support and Assess Capability to study.

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

Please visit the Student Services Hub – <https://students.trin.cam.ac.uk/health-and-wellbeing> for information on these and other services.

### ***The Student Health App***

All students are encouraged to download the Student Health App on their phones, for free. Please see links below:

iPhone: <https://apps.apple.com/gb/app/student-health-app/id934979379>

Android: <https://play.google.com/store/apps/details?id=com.expertselfcare.studenthealth.full>

After downloading the App, select TrinCollCam as your 'local area' to see College specific information. In addition to the 'local' information for Trinity, you will find a wealth of useful material to help nurture your own health and wellbeing. The information and advice covers more than 125 topics relevant to students. The app can be used offline, so the content is always available.

### ***The Disability Resource Centre***

The Disability Resource Centre (DRC) provides a specialist, confidential and accessible service for disabled students and those staff supporting them. The services offered include advice and guidance for prospective and current students and the development and implementation of support programmes.

The DRC's Disability Adviser for Trinity College works closely with the Tutorial team and with individual students to help identify any adjustments that

disabled students may need to assist their studies. This can include writing up a Student Support Document, arranging assistance like notetaking, study assistance, mentoring or setting up assistive technology.

Students are given information about disclosing a disability before arriving at Trinity but may seek advice at any time from the Disability Adviser or their Tutor. For further information, see: <https://www.disability.admin.cam.ac.uk>

## 20. DRUGS

Any member of the College suffering physically or mentally from drug-taking is urged to seek early advice. The Tutors are always ready to give personal advice and help to their students. Any member of the College who is concerned about their drug use can consult their General Practitioners in confidence, or for specialist support and intervention can contact the Drug and Alcohol Service – Cambridgeshire, 0300 5550101, <https://www.changegrowlive.org/drug-alcohol-service-cambridgeshire/cambridge>

Members of the College are reminded that:

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

The College will not tolerate the unauthorised possession or use of any such drugs within the College or by members of the College. In particular, and apart from any legal consequences, any member found to have supplied anyone with such a drug, or to have knowingly assisted anyone to obtain illegal possession of such a drug, will be liable to expulsion from the College. The College will not protect a student from the due processes of the Law.

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

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

## 21. ALCOHOL

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

College staff have a responsibility to ensure that College members and their guests do not drink to excess; those who do will be refused further service and may be asked to leave the College Bar or Hall. It is illegal for staff to serve someone who they believe to be inebriated.

Alcohol is an addictive drug and there is strong evidence that abuse of alcohol and alcohol dependency may stem from drinking in order to relieve stress, anxiety and depressive thoughts. Alcohol is a depressant and can exacerbate pre-existing depressive conditions as well as precipitate them. If your drinking habits are affecting your life and work, then you should ask for help with the issues underlying your drinking. Your Tutor will be able to offer you advice on ways to access further support.

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

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# Communication

## 22. COLLEGE NOTICES

**Email** is the most frequent method used by Tutors, Directors of Studies and College staff to communicate important information. Students must check their (@cam) Cambridge email regularly to ensure requests or instructions are responded to in a timely manner.

**Electronic screens** in the Porters' Lodge, the Servery and the Tutorial Office display College news and information to students.

**The College intranet and the Student Services Hub** give access to a variety of resources and information about the College, such as arrangements for meetings with Tutors and Directors of Studies, the timeline and procedures for examination enrolment, and information about awards and prizes throughout the year.

**Noticeboards** opposite the entrance to Hall, the entrance to Whewell's Court, in the Burrell's Field Porters' Lodge, and the entrance to the Wolfson Building are used to post notices on behalf of College Departments and bodies within the University.

**Pigeonholes** must be checked regularly by students.

**News on the College website** – <https://www.trin.cam.ac.uk/news> – features the activities and achievements of students, Fellows and staff, as well as information for prospective students and their parents and teachers, alumni, academics and the public. Suggestions for news articles are welcome – please contact the Head of Communications – [communications@trin.cam.ac.uk](mailto:communications@trin.cam.ac.uk)

## 23. CONSULTATION BETWEEN JUNIOR MEMBERS AND THE COLLEGE

The Liaison Committee includes the President and other representatives of both TCSU and the BA Society, the Senior Tutor, the Dean of College and the Junior Bursar. The Committee meets regularly to discuss matters affecting students. Members of the Welfare Team meet regularly with student representatives to discuss welfare matters and the Tutors are always ready to discuss any matter raised by the students.

# Financial Welfare

## 24. STUDENT SUPPORT

As well as dealing with the academic side of life, each student needs to manage their own finances. For eligible Home fee status undergraduate students a major source of support will be a Student Loan and, in some cases, a Cambridge Bursary will also be available (section 25, below). For Overseas undergraduate students some balance between family support and various bursaries is likely to have been arranged.

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

- **Home:**

[www.undergraduate.study.cam.ac.uk/fees-and-finance/financial-support](http://www.undergraduate.study.cam.ac.uk/fees-and-finance/financial-support)

- **Overseas:**

[www.undergraduate.study.cam.ac.uk/international-students/financial-support](http://www.undergraduate.study.cam.ac.uk/international-students/financial-support)

For postgraduate students studying Masters courses, UK Government Postgraduate Loans of up to £11,836 are available to some Home and EU students. Postgraduate Doctoral Loans of up to £27,892 are also available. These loans are administered by the Student Loans Company. Further information can be found at: <https://www.gov.uk/postgraduate-loan>

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

For all students, Trinity has a range of various funds available to support or reward particular activities – see the Student Services Hub.

## 25. CAMBRIDGE BURSARIES

***Students starting their course in 2022:*** if you are a Home fee status undergraduate student with a household income of below £62,215 then you are likely to be eligible for a Cambridge Bursary of up to £3,500 per year. The Cambridge Bursary is in addition to any loan for maintenance or tuition fees which students are eligible to receive from the UK government and it does not need to be repaid. Assessment for a Cambridge Bursary is carried out automatically by the



Student Loans Company as part of students' applications for financial assistance from the UK Government. It is important that you supply the Student Loans Company with all the information they request, particularly correct bank details; any bursary awarded will be paid to your UK bank account in termly instalments.

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

***Continuing students*** will remain on the same Cambridge Bursary Scheme and terms that applied when they started. The College will continue to support the PTUBS (Pilot top-up Bursary Scheme) for these students in their third and fourth years. This scheme is available to continuing Home and EU funded undergraduate students and is intended to top up the Cambridge Bursary Scheme (CBS), as well as supporting those in the income bracket above the CBS threshold (up to £62k). Further details are provided on the Student Services Hub.

### ***Trinity Maintenance Grant***

Anyone joining the College as an undergraduate, in 2022, 2023 and 2024, who is eligible for the Cambridge Bursary Scheme will also receive the Trinity Maintenance Grant. In 2022–23, the value of this Grant will be £4,050. You will receive one-third of the annual amount (£1,350) credited to your College bill each term.

## **26. BOOK AND STUDY EQUIPMENT ALLOWANCE**

Students are entitled to a book and study equipment allowance of £75 for each year in which they are paying University fees. If in any year, throughout each degree course, students do not use the whole of the annual allowance available, the unspent portion may be carried forward for use in the following year of that same course. If students continue to a new degree course, the allowance will restart. Students will have access to information, via the Student Services Hub, at the start of Michaelmas Term confirming the total amount available to them for that particular year (including any balance brought forward).

Students will claim the book and study equipment allowance using an on-line form. The Tutorial Office will process the claims and seek approval from Tutors, Directors of Studies or Research Supervisors as appropriate. Students should make one claim per year, submitted at the end of any Full Term during the year. Payments cannot be made to students who are out of residence but they may keep any receipts for purchases and claim when they return into residence.

## Prizes, Travel and Exchanges

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

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

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

Awards available are outlined below; for further information, how to apply and closing dates, see the Student Services Hub.

### 27. PRIZES

Name of Prize / Award	Activity	Maximum value
Alan Gray	Essay on subject relating to Musical Scholarship or the History, Criticism, Philosophy or Psychology of Music	£360
Bowen	Essay on a subject of Modern History	£480
Charles Grant Tennant	Light or Humorous Verse	£960
	Libretto for the May Week concert – stage 1	£720
	Libretto for the May Week concert – stage 2	£960
	Libretto entry for the May Week concert runner-up	£240
Eddison Prize for Aphorisms	For the best aphorism submitted by a current undergraduate	£500
Edith Leigh	Solo performance on the piano	£500

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

## 28. TRAVEL GRANTS

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

## 29. OTHER GRANTS

Name of grant	Activity
Bowen Award (UG)	Towards research expenses on the basis of a well-argued and detailed research proposal
Dunlevie (UG)	To support life-enhancing activities
Language Bursaries	To undertake intensive language vacation course
Lapsley	To pursue interests in medieval studies
Major Knight	To College Clubs and Societies
Mark Pryor	Students of Biology for time at an overseas biological field station
Projects	Special projects or travel abroad with interesting purpose
Richard and Valery Garrett Fund	To aid study in Engineering or closely allied subjects

Rouse Ball Research/ Eddington (PG)	To attend conferences or to travel in connection with research
Sporting Expenses	To assist with associated expenses for representing the University or the College in any sport
Thesis / Dissertation Expenses	For postgraduates, to help with typing and binding costs and, for undergraduates, small grants are available toward the cost of preparing dissertations for submission in University examinations
Trinity College Summer Studentships	Towards projects in or outside Cambridge during the summer
Biology Summer Studentship, IP Paris	To enable a student to undertake a research internship at Institut Pasteur (IP) in Paris

### 30. STUDENT EXCHANGES

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

# Dignity, Respect and Inclusion

## *The Commitment*

Trinity College is committed to protecting the dignity of students, Fellows and staff as members of its community in their work, their study, and their interactions with each other, and to protecting the dignity of all those who visit or interact with the College. The College recognises its duties of care to students, to Fellows and to staff. The College is committed to maintaining a learning, living, and working environment in which the rights and dignity of all members of the College community are respected.

The College recognises that to work and study effectively people (this includes students, Fellows and staff) need a climate in which they are respected and valued for their contribution, irrespective of their sex, gender identity (including reassignment), marital, parental or partnership status, race, ethnic or national origin, colour, disability, sexuality, religion or belief, and age.

More generally, the College expects all members of its community to treat each other, as well as members of the University and the wider community with dignity, respect, courtesy and consideration at all times. *All members of this community have the right to expect such behaviour from others, and a corresponding responsibility to behave in this way towards others. Any activity that contravenes these principles of inclusivity – whether intentionally or not – is damaging to our community, and will be subject to the scrutiny of the College.*

## *Procedures*

The College has procedures to deal with inappropriate behaviour (including bullying, intimidation, harassment, victimisation, or discrimination) that may affect the well-being of individuals within the College and may breach the standards of behaviour required under the Code of Discipline for Junior Members (see Part 3 of the White Book).

### **For Students**

- Procedures for dealing with **breach of standards of behaviour** by students are set out in the College's **Code of Discipline** for Junior Members (available in the White Book, Part 3, and on the College website).
- Procedures for students wishing to make a **complaint about the College's services or staff**, either academic or non-academic are set

out in the College's Code of Practice for Student Complaints ('CPSC') (available in the White Book, Appendix G, and on the College website).

Individuals who can provide support to students experiencing a breach of this policy are listed in the Annex of the Code of Practice on Student Complaints.

**Copies of all the College Policies, Codes of Practice and Procedures can be found on the College website, intranet and the Student Services Hub.**

### **31. HARASSMENT**

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

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

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

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

- making sexually offensive comments about dress or appearance, the display or distribution of sexually explicit material, or demands for sexual favours;
- engaging in harassment on the grounds of a person's sexuality (or assumptions about a person's sexuality) including making derogatory homophobic, transphobic or biphobic remarks or jokes aimed at a particular person, offensive comments relating to a person's sexuality, refusal to acknowledge a person's gender or identity, or threats to disclose a person's sexuality to others;

- making offensive references to a person's race, ethnicity, skin colour, religion or nationality, dress, culture, background or customs;
- ignoring, disparaging or ridiculing a person because of assumptions about their capabilities, or making offensive reference to an individual's appearance, in the context of their disability;
- controlling or coercive behaviour, such as pressure to subscribe to a particular political or religious belief;
- intimidating, offensive or graphic posts on social media sites or chat rooms, or communications by email, text or instant messaging.

Any incident of harassment may result in disciplinary action, which may lead in serious cases to removal of the offending party from employment or office in the College or being sent down. Where the person responsible for the harassment is in a position of authority over or responsibility for the person harassed, that will be regarded as a serious aggravating feature of the case. Being under the influence of alcohol, drugs or other substances is also an aggravating factor.

Those who have been affected by such actions will find sympathetic support and advice from Tutors, the College Nurse, the Fellow for Trinity Women, the Wellbeing and Mental Health Advisor, the Fellow for Ethnic Diversity, the Fellow for LGBT+, the Chaplains and the Dean of Chapel. Further information on sources of support may be found on the College website, and complaints can be brought under the Code of Practice for Student Complaints.

If at any stage students feel that they are being disadvantaged or are suffering reprisal from any member of the College, including the person they have made a complaint about, as a result of complaining about harassment, sexual misconduct or other unacceptable behaviour, they should seek guidance from their Tutor about reporting the matter to the Dean.



## 32. SEXUAL MISCONDUCT

The College will take very seriously any allegations of sexual misconduct. Allegations of serious sexual misconduct against a Junior Member will normally be referred to the University's Office of Student Conduct, Complaint and Appeals. Details of the University Procedure are available from the University website.

Students wishing to make a complaint against another student, for example under the College's Code of Practice for Student Complaints, are urged to discuss their various options and possible implications of such options with their Tutors.

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

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

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

Members of the College's welfare team can offer advice and support to students who have been victims of such actions. They will find sympathetic support from Tutors, the Senior Tutor, the Tutorial Manager, the Fellow for Trinity Women, the Chaplains, the College Nurse and the Wellbeing and Mental Health Advisor. Further information on these and other sources of support may be found on the Student Services Hub.

Sexual assault and rape are *criminal* offences, and students will be supported to come to an informed decision as to whether to report such an incident to the Police. However, if students decide not to report the incident to the Police, the College will not require them to do so. No inferences will be drawn from a student's decision not to report the incident to the Police.



## PART 2

# College Facilities and College Accounts

## Accommodation

### 33. COLLEGE ROOMS

Trinity currently aims to provide accommodation for all undergraduate students for the duration of their course and for postgraduate students during the first three years of their course.

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

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

For further information about living in College accommodation, including details of the room ballot process, please refer to the Accommodation Handbook.

## 34. UNIVERSITY CARDS

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

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

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

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

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

Students will also need their University Card for Catering purposes and Library access (sections 44 and 59).

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

## 35. MAIL AND PIGEONHOLES

### *Post*

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

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

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

## 36. LAUNDERETTES

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

## 37. MAINTENANCE AND REPAIR

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

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

# Health and Safety

## 38. FIRE SAFETY

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

On first arrival at Trinity College, all students must complete an induction course on Fire Safety. It is a legal requirement that this briefing is provided to those residing in College. If for exceptional reasons you are unable to attend, you should contact the Head Porter to arrange a separate briefing.

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

***Tampering with College fire equipment*** (alarms, detectors, extinguishers etc.) puts lives at risk. Any student found to have done so will be subject to disciplinary action and 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.

## 39. SMOKING AND VAPING POLICY

This policy applies to all Students, Fellows, Staff and Visitors to Trinity College, Cambridge.

Trinity College recognises the many downsides to our community, health and environment of smoking and vaping.

Smoking and vaping are prohibited anywhere within the College buildings or grounds, except in the designated outdoor smoking areas as follows:

- Next to the yew tree at Brewhouse Gate, near the Brewhouse Car Park.
- Outside Adrian House Seminar Room, Burrell's Field.
- Under the south side Wolfson Building Seminar Room.

The bins provided must be used.

Members of College and staff who smoke or vape must not do so outside College within five metres of any entrance to College, or near to College windows.

Appropriate action will be taken against those in breach of this policy.

## Meetings and Events

### 40. INDIVIDUALS HOSTING EVENTS IN COLLEGE

Dinners, parties or meetings may only be held by students with the permission of their 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 student rooms, the Head Porter will determine the permissible number of participants in light of Fire Safety Regulations. Parties are not permitted during the examination period in the Easter Term. All events in the College's Public Rooms organised by students must end **no later than 23:30** (including time to tidy up).

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

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

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

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

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

A College society recognised by the Amalgamated Clubs Committee or a Cambridge University society recognised by the Junior Proctor may book the **Winstanley Lecture Theatre, Old Combination Room (OCR), Junior Parlour, Wolfson Seminar Rooms (North and South), Adrian House Seminar Room or Butler House Party Room** during Full Term for an event. The organiser should be a committee member of the society who has attended the Dean's induction and must be present throughout the meeting. No charge will be made for the hire of the room for a Trinity student society whereas Cambridge University societies will be charged for the use of the room. Cambridge University societies are limited to one booking in any term. For further details of how to book a College Public Room see Section 43.

If the **OCR** is hired by a Cambridge University Society, a Trinity Fellow must sponsor and attend the event. If food and drink are to be served in the OCR, these must be purchased from, and served by, the Catering Department.

- If **alcohol** is to be consumed in a Public Room of the College at an event organised by a student, the alcohol must be purchased from the Catering Department and permission must be sourced from the Head of Catering (Licensee) at least ten days in advance of the function; or in the absence of the Head of Catering, the Beverages Manager, as the Deputy Licensee. The drinks must only be served during licensed hours.



- If **music** is to be played or there will be dancing in a Public Room, this should be stated on the Room Booking Form and approved by the Junior Bursar.
- If the event involves **a speaker**, the organiser must complete an online form about the event and the speaker. All organisers of speaker events should consult the College's Code of Practice with respect to Freedom of Speech (see Appendix A).
- All events in the College's Public Rooms organised by students must end no later than 23:30 (including time to tidy up).

### ***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.

## **41a. SHOWING A FILM IN COMMUNAL AREAS OF THE COLLEGE**

The College has umbrella licences for screening films in communal areas of the College (MPLC and Filmbank) for members of the College on the following conditions:

- No admission fees
- No advertisement to the public
- No outdoor screening
- Quarterly return of the list of films screened
- No films excluded by the licence to be shown

The title and distributor of the film shown must be logged through the Film Screening Form on MyTrin.

## **42. COMMON ROOMS**

**The Junior Common Room (JCR) and the Burrell's Field Common Room** are open to all students and therefore may not be booked by individuals or societies. **The Blue Boar Common room** is bookable via the TCSU. Societies

may not organise activities to take place in these rooms. The BA Society Rooms are reserved for postgraduate students (see Postgraduate Students, page 20).

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

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

Students who wish to book the **Winstanley Lecture Theatre, Old Combination Room (OCR), Junior Parlour, Wolfson Seminar Rooms (North and South), Adrian House Seminar Room, or Butler House Party Room** on behalf of a student society (registered with the Amalgamated Clubs Committee, if a College society, or with the Junior Proctor, if a University society) should check availability with the Accommodation Office (accommodation@trin.cam.ac.uk) **no later than one full week** in advance of a planned event. The organiser of the event must be a committee member of the society, must have attended the Dean's induction and must be present throughout the proposed event. If a room is available, a provisional booking will be made; the student making the booking will then be required to complete a Public Room Booking Form and obtain the relevant signatures before the booking can be confirmed. Completed booking forms must be returned to the Accommodation Office **at least four working days** before the event. All bookings will be 'provisional' until the completed Booking Form (with the required signatures) has been received by the Accommodation Office. **Events must not be publicised before the booking has been confirmed**; students are thus urged to plan events as early as practicable. All events in the College's Public Rooms organised by students must end **no later than 23:30** (including time to tidy up).

#### ***Invited Speakers***

If you have invited speaker(s) to your event, you will need to familiarise yourself with the College's Code of Practice on Freedom of Speech, complete an online speaker form and obtain authorisation from the Dean (Appendix A). The online

speaker form must be submitted **at least seven days** (but preferably much earlier) before the proposed event.

### ***Attendance of Porters***

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

### ***Admission Charges***

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

### ***Alcohol and the 2003 Licensing Act***

The supply of alcohol and provision of regulated entertainment at Trinity College falls under the 2003 Licensing Act, which regulates the supply of alcohol in licensed areas by responsible people. The following areas have been licensed by the City Council:

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

It is a legal requirement that the Designated Premises Supervisor (DPS) authorises any event at which alcohol is to be served. The current DPS is the Head of Catering. It is advisable to seek guidance from the DPS regarding your duties and responsibilities at an early stage of planning an event.

### ***Alcohol***

If alcohol is to be served at events organised by students in the College's Public Rooms, it should be purchased from the College's Catering Department, and a permission form must be signed by the student and counter-signed by

the Head of Catering (Licensee). In the absence of the Head of Catering, the Beverages Manager may sign the alcohol form, as the Deputy Licensee. The drinks must only be served during licensed hours. Any application for extension of these hours must be made in writing at least two weeks in advance. Students intending to serve alcohol at their events should familiarise themselves with the College's Guidance on Sensible Drinking (Appendix B and on the Student Services Hub).

## Catering

### 44. MEALS IN COLLEGE

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

<b>Breakfast</b>	Monday to Saturday	08:00 to 09:30
	Sunday Brunch	11:00 to 14:00
<b>Lunch</b>		11:30 to 14:00
<b>Dinner</b>	Cafeteria	begins at 17:30 (finishing times vary – check notices and Servery boards)
	Formal Hall	20:00 (Thursday and Saturday. Saturday only during Easter Term)
	BA Dinner (postgraduates)	20:00 (Friday) except outside standard term when dinners start at 19:30
	Carvery Dinner (Sunday)	17:30 to 19:30

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

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

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

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

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

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

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

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

The kitchens can supply food, wines, beers, spirits, etc., and light refreshments for private parties in College. The Head of Catering is available to offer suggestions for menus. Private parties may also be held in the Private Supply Room (R Great Court which seats 20 people), the Allhusen Room (which seats 28 people) or in the Old Kitchen (which can accommodate up to 55 people). These rooms are usually in heavy demand, and it is advisable to book them well in advance. Written permission is necessary for dinners or parties for more than ten people (section 40).

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

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

In term time:

09:00–23:00 Monday to Thursday

09:00–23:30 Friday

12:00–23:30 Saturday

12:00–23:00 Sunday

Out of term the bar runs on reduced hours

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

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

### ***(f) Meals for special diets***

The Catering Department takes all dietary requirements seriously. If you have unique dietary requirements we suggest that you get in touch with the Head of Catering at [catering@trin.cam.ac.uk](mailto:catering@trin.cam.ac.uk).

## **45. KITCHEN FIXED CHARGE (KFC)**

Unless there is a pressing medical or cultural (e.g. religious) reason why you can never take meals in Hall, a matter which you should discuss with your Tutor, you must, if you are an undergraduate, pay a contribution towards the overhead costs of catering. The charge is currently £191.00 per term and will be added to the College's termly bill. Postgraduate students do not have to pay this charge but are charged more than undergraduates for individual dinners and lunches taken. Such students may find it advantageous to elect to pay the KFC and take meals during that term at the undergraduate price.

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

## **46. PRICE OF MEALS**

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

	<b>Undergraduates</b>	<b>Postgraduates</b>
Breakfast	£4.30	£4.65
Two-course Lunch	£4.85	£6.60
Three-course Dinner	£5.50	£7.65
Formal Hall/BA Dinner	H: £12.75 G: £17.35	H: £11.45 G: £17.85

Payments can be made with your University card, cash and credit or debit cards.

H = Host and G = Guest

## **47. SPECIAL TABLE FOR GUESTS IN HALL**

Except on Friday and Sunday, a student may, during Full Term, reserve a table to be set aside for themselves and up to five guests to be served with the High Table Dinner (i.e. the Fellows' dinner). The meal and any wine required to accompany the meal should be ordered from the Catering Office, catering.bookings@trin.cam.ac.uk, at least ten days prior to the date of the proposed Guest Table. The Catering Office will be able to advise of charges. No charge is made for a Fellow of the College, if a Fellow of the College is amongst the guests.

## **48. FORMAL HALL AND BA DINNERS**

Formal Hall, which is a rather more elaborate dinner, is served on Thursdays and Saturdays in Full Term (Saturdays only in Easter Term). Tickets are purchased via students' Upay accounts. Places in Hall may not be reserved. Boisterous and noisy behaviour is an inconvenience to other diners in Hall and to catering staff and will not be tolerated. Photography is not permitted nor is the use of mobile phones. Students are responsible for the behaviour of their guests and should ensure that the correct dress code is adhered to. Academic dress is worn at Formal Hall and BA Dinners.

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

When there is capacity, students may introduce a guest at a time on the understanding that:

- (a) The actions of their guests are the responsibility of the student hosting those guests. This applies for the entire time that their guests remain on the College premises, and so hosts should accompany their guests at all times.

- (b) Guests are expected to show consideration for other diners and members of the College, and treat members of staff with respect and dignity at all times.
- (c) Students must re-familiarise themselves with the College's Guidance on Sensible Drinking on the Student Services Hub and ensure that their guests also drink sensibly.
- (d) Students must enter the correct names of their guests online and ensure that, when asked by members of the College staff, their guests will swiftly identify themselves and their host. Failure to do so will result in ejection of guests from College premises.
- (e) No guest under the age of 18 may be introduced, unless by prior permission from the Head of Catering. Under no circumstances will those under the age of 16 be allowed to dine.
- (f) Students found to be participating in, or condoning or urging others to take part in drinking games will be ejected from hall immediately, and their guest privileges will be suspended for one term.
- (g) The University Card may be used only by the authorised cardholder.
- (h) Failure to comply with these conditions, and any irresponsible behaviour or misconduct, including disrespectful attitude towards members of staff, will be referred to the Dean of College under the Disciplinary Procedure.

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

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

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

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

The Hall is for communal dining. At Formal Hall and BA Dinners, students and their guests are therefore expected to occupy the next available seat without gaps (High Table convention). Places in Formal Hall or BA Dinners may not be reserved. Students are reminded that, if they wish to dine as a group, it would be more appropriate to make separate arrangements elsewhere in the College.



### ***(c) University Societies***

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

## **IT Matters**

### **49. COLLEGE NETWORK CONNECTIONS**

Trinity College has its own IT network known as the Trinity College Data Network (TCDN); you connect to this to access College and University resources and the internet. You can use the TCDN while you are a member of College. The College system interconnects with the Cambridge University Data Network (UDN), so policies from both networks will apply. Both Trinity and the University of Cambridge are members of the Janet ISP network, and so you will also be bound to Janet policies while using this facility. Information about Computing and Networking policies can be found under section 51.

#### ***Wired connections to the network***

All student rooms in College have access to a computer network point (an Ethernet socket) that can be used to connect to the internet via an Ethernet cable. This connection will be more reliable and provide a better connection speed than a wireless connection. More information on how to connect to the TCDN via Ethernet cable can be found online: <https://www.trin.cam.ac.uk/about/college-network/initial-setup-guide/connecting>

#### ***Wireless connections to the network***

In addition to the wired network, wireless (Wi-Fi) coverage is widely available across most College student rooms and is generally available in most areas of the College. Information on how to connect to the College Wi-Fi can be found online: <https://www.trin.cam.ac.uk/about/college-network/initial-setup-guide/connecting>

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

### ***Communal Computer Rooms***

Trinity College has communal computer rooms which are available to use for registered Trinity students. Other persons are not permitted to enter the rooms or to use the equipment in them and must not be invited to do so. Entry to these computer rooms is by your University Card.

These communal computing rooms are equipped with a variety of hardware and software. The details about the type of equipment available in each room, including operating systems and software installed, is made available online: <https://www.trin.cam.ac.uk/computing/students>.

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

### ***Printing, Scanning and copying***

Students can print, copy and scan using the DS Print service from personal devices which are connected to the network. Information about using the communal computer rooms for printing documents can also be found online: <https://www.trin.cam.ac.uk/computing/students>.

### ***College IT support***

Support requests should be sent to [student.help@trin.cam.ac.uk](mailto:student.help@trin.cam.ac.uk). You can also call the IT Office on 01223 338551. A student support drop-in service is available during term time Monday to Friday between 14:00 and 15:00 in the D1 Bishop's Hostel IT Office.

### ***Student-owned Computer support***

Students are strongly encouraged to arrange for their own support but in case of severe difficulty, the IT Department may be consulted. If the issue requires 'hands-on' support this may be available subject to the availability of computing staff.

Computer room issues and general network problems will always be given first priority and individual student problems will be handled on a 'first-come, first-served' basis. The owner must sign a disclaimer releasing the College from liability for any accidental loss or damage to hardware, software or data once it is left with the IT Department.

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

## **51. POLICIES GOVERNING USE OF COMPUTERS AND NETWORKING**

There are strict rules governing the use of computers and the need to respect intellectual property held on computers. Anyone using a computer connected to the College data network must comply with the College, University and Janet policies, which are available online: <https://www.trin.cam.ac.uk/about/college-network>. See also Appendix C: Terms and Conditions for the Use of the College Computer Network. Failure to comply is likely to breach the Code of Discipline and may result in disciplinary action.

The College reserves the right to disable network points while problems are being investigated or if there is improper use of the network.

# **Bursary and Finance**

## **52. COLLEGE ACCOUNTS**

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

If you are responsible for paying your own tuition fees, you will be sent an invoice for them by email at the beginning of each term. Any fees paid by the Student Loans Company, or some other public body, will be sent direct to the College. No tuition fees are charged during the Long Vacation.

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

Some of these items, primarily the room charge and the Kitchen Fixed Charge (see section 45) are charged quarterly in advance, and the remaining items, such as meals, quarterly in arrears. A College bill detailing all these charges is issued at the start of each term and will be emailed to you by Redit Day. If you have not received your bill by then or you have a query regarding the bill, please

contact Members' Accounts without delay. This bill also covers any items outstanding from the previous quarter, including any adjustments where the actual charge differs from that collected in advance.

College accounts are due for payment not later than the end of the fourth week of Full Term during Michaelmas and Lent Terms and no later than the third week of Full Term during Easter Term. Tutors are informed of those who have not paid at the end of the fifth week of Michaelmas and Lent Terms and the fourth week of Easter Term.

Students whose accounts have not been cleared and who have not contacted their Tutor to arrange an extension to the deadline, are sent reminders by the Bursary as follows:

### **Michaelmas and Lent Terms**

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

### **Easter Term**

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

The sending of each of these reminders attracts a charge of £10 for the first letter, £20 for the second letter and £30 for the third letter (totalling £60), to be added to the account; reminders are only sent to those students who have not agreed an extension to the deadline with the Junior Bursar.

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

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

clear College accounts in full in order to graduate will be varied only in the most exceptional circumstances.

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

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

Payment of both College and University Fees, and the College bill can be made 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, St Andrews Street, Cambridge
- Sort Code: 20-17-68
- Account No: 00051942
- Account Name: Trinity College

Payments may also be made by cheque (made payable to Members' Accounts, Trinity College).

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

- IBAN No. IBAN GB48 BARC 2017 6800 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 and in such cases must be paid by the student.

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

## **53. 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. You should obtain information on how to apply for these loans from the relevant Student

Finance website (Student Finance England, Student Finance Wales, Student Finance NI, Student Awards Agency for Scotland). You should consult your Tutor if you are in doubt about your eligibility or are uncertain about your application.

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

Tuition fee loans are paid directly by the SLC to the College. It is your responsibility to ensure that the SLC has up-to-date details of your bank account. Please note that you need to re-apply for your tuition fee loan each year and that you should inform Members' Accounts if you have previously had your fees paid by tuition fee loan and decide that for the coming academic year you will be paying the fees yourself or vice versa.

## 54. KITCHEN CREDIT AND UPAY

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

**Kitchen credit** is currently £575 per term. This is an amount that is deemed sufficient to feed a College member a hot meal through the servery three times a day throughout Full Term. This amount will be credited to your Upay account. The Upay account can be used as a credit or debit account, you can top up money whenever you wish. Please note, at the end of each term the balance is refreshed, and you will be billed for any outstanding balance.

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

Tickets for student Formal Dinners are available to purchase on Upay ten days in advance (from 08:00), with the booking window closing three days in advance (at 20:00). Any amendment or cancellation of tickets can be made

during this booking window; however, after this period, all ticket sales are final and non-refundable.

## **55. 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 exempt. Any student who lives in accommodation out of College, and which includes occupants other than students, may need a letter to confirm their student status. This can be provided by the Tutorial Office. Please note, if you live within Cambridge City, your details are automatically supplied to Cambridge City Council for Council Tax exemption purposes, and no additional letter from the College is required.

Students from a one-parent family can obtain a student status letter from the Tutorial Office, which may entitle the parent to claim a 25% reduction of Council Tax.

## **Other Facilities**

### **56. SPORTING FACILITIES AND THE GYM**

Team sporting activities are organized through the relevant member clubs of the Field Club other than rowing which is organized by the Trinity First and Third Boat Club. Individual sports facilities for tennis, squash, badminton and table tennis are available at Old Field, and courts should be booked online ([www.trin.cam.ac.uk/fieldclub](http://www.trin.cam.ac.uk/fieldclub)). Access to these facilities is with a University Card.

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

Please note that the consumption of alcohol is not permitted in Old Field, including the gym.

## **57. 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 postgraduate 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 postgraduates are welcome to call on them during their office hours or at other times by appointment.

## **58. MUSIC PRACTICE ROOMS**

The College has a number of music practice rooms which can be used by students. There are six practice rooms with pianos behind the Chapel which don't need booking and can be accessed with your University Card. Practice Room 2 is reserved for pianists who perform regularly at a high level and needs special permission for access. The Frazer Room (also behind Chapel) is a larger room which can be used for chamber music rehearsal and can be booked online on MyTrin. The key fob for the door is signed out from the Porters' Lodge but only those on the piano permission list can sign out the key to the Steinway grand piano. If you would like to enquire about being added to the piano permission list, please send a short resume of your playing experience (repertoire, grades etc.) to [music@trin.cam.ac.uk](mailto:music@trin.cam.ac.uk).



There are also two music practice rooms in Burrell's Field, both of which have grand pianos which can be used without special permission. These rooms can be booked at the Burrell's Field Porters' Lodge where the key card can be signed out.

## 59. THE LIBRARY

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

Opening hours are as follows:

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

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

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

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

The Library will be closed 24–28 December 2022, open 29–30 December 2022 and closed on 2 January 2023. It will also be closed on Good Friday and the three following days, and on August Bank Holiday Monday.

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

The College Library is for use only by members of the College. Access to the College Library is by University Card. Members of the College are welcome to bring up to four guests to see the Wren during opening hours.

Catalogue terminals for items in the Library are located near the Enquiry Desk. The online catalogue is also accessible via the Trinity website homepage.

Items may be borrowed from the Reading Room and the Lower Library: loan rules are published in the Library Guide, and are also available via the library web pages. Fines are levied for overdue items. Items borrowed over the vacation are due back on the first day of the following Full Term. The University Card is required when borrowing items. Two self-checkout kiosks can be found in the Catalogue Room. 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 General Data Protection Regulations 2018 and to intellectual property mentioned in Section 5. Printing and scanning facilities are also available.

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

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

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

## **60. 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***

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

### ***Barbecues***

Private barbecues are prohibited anywhere in College at any time.

### ***Roof Climbing***

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

### ***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 Head of Communications.

### ***The Backs***

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

### ***Drone Policy***

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

## **61. TRANSPORT**

### ***Motor Vehicles***

Motor vehicles (including motorcycles, motorised bicycles and scooters) must not be parked on College premises, either on the main site or on Burrell's Field. If you wish to bring a vehicle into College for more than a brief period for loading or unloading at the beginning or end of Term you must display a temporary parking permit in the window of the vehicle, having first obtained the permit from the Porters' Lodge. You must move your vehicle at once if requested to do so by a Porter. There are strict University regulations regarding

motor vehicles (see [www.proctors.cam.ac.uk/motor-control](http://www.proctors.cam.ac.uk/motor-control)). Permission to park vehicles in College overnight will only be given (by the Junior Bursar) in the most exceptional circumstances.

### ***Punts***

You must not moor a punt or any other type of boat on the Backs. If you own a punt it must be registered and marked (check this with the Junior Bursar). College punts are available to hire at a reduced rate on production of your College card during the summer months. Opening hours and prices are listed at <https://www.trin.cam.ac.uk/about/punting>

### ***Rollerblades, Skateboards and Electric Scooters***

Rollerblades, skateboards, electric scooters and any other form of wheeled transport (other than that required for disabled persons) may not be used within the confines of the College, including Burrell's Field.

### ***Bicycles***

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

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

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

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

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

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

Students should ensure that their bicycles are adequately insured – note that your home insurance policy will not normally cover a bicycle kept in Cambridge.

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

### *Safe Cycling*

Cycling is often the fastest way of getting round the City, but students should be aware that the Highway Code laws apply to cyclists as well as other road users. Cyclists must therefore obey traffic signals and signs. Remember it is against the law for cyclists to:

- **jump red lights**, including lights at pedestrian crossings
- **cycle on pavements**, unless there is a sign showing that cyclists are allowed to do this
- **cycle the wrong way up a one way street**, unless there is a sign showing that cyclists are permitted to do so
- **ride across pedestrian crossings**, unless it is a toucan crossing with a sign saying that cyclists can do so.

**Distractions:** Cyclists need to concentrate as much as any other road user, if not more, as they are more vulnerable. Using mobile phones and wearing headphones whilst cycling is extremely dangerous.

**Visibility:** Wear bright and visible clothes when cycling. If bright clothes are not suitable for everyday use, fluorescent and reflective tabards can be worn until the destination is reached. White front lights and red rear lights must be used after dark and will also help you be seen in the rain or if the weather is overcast.

**Protection:** Always wear a cycle helmet as this can reduce the risk of head injury in a crash.

**Road position and signalling:** Steer clear of the kerb and don't ride in the gutter. Give space on the left, and don't hug the kerb if a car behind you gets impatient. Don't weave between lanes or change direction suddenly. Show drivers what you plan to do in plenty of time. Always look and signal before you start, stop or turn. Make eye contact with drivers and let them know you've seen them.

**Maintenance:** It is important that your bicycle is regularly maintained and checked: brakes need to work well in all conditions; lights and reflectors must be clean and in good working order; tyres need to be in good condition and inflated to the pressure shown on the tyre; gears should work correctly and the chain properly adjusted and oiled. The saddle and handlebars should also be adjusted to the correct height. For further information see: <https://www.trin.cam.ac.uk/accommodation/cycle-safety>.

**Bike maintenance station:** A new bike repair/maintenance station has been installed by the bike stands to the side of Bishop's Hostel. The stand holds the bike by the stem of the seat allowing the user to work freely on repairs. It has an integrated pump as well as tools including levers and wrenches.

## PART 3

# Code of Discipline for Junior Members

## General Principles

### A. STANDARDS OF BEHAVIOUR

The College expects all members of its community to treat each other, as well as members of the University and the wider community, with respect, courtesy and consideration at all times. Junior Members are expected to comply with the College's Statutes; Ordinances, any regulations, procedures and standards of behaviour set out in the White Book; and the other policies and procedures to which the White Book refers, such as the:

- Statement on Dignity, Respect and Inclusion
- University's Statement on Plagiarism
- Accommodation Handbook
- Code of Practice for Freedom of Speech
- Guidance on Sensible Drinking
- Terms and Conditions for the Use of the College Computer Network
- College and University policies and regulations on motor vehicles and other transport

Members of College are also required to:

- comply with the ordinary rules of behaviour necessary in a residential community whose primary purposes are education, learning, and research
- comply with instructions given in the discharge of their duties by persons (including Porters) who are authorised to act on behalf of the College
- state their names when asked to do so by persons (including Porters) who are authorised to act on behalf of the College
- state their name and the College to which they belong when asked by a Proctor or Pro-Proctor of the University, or by any other person in authority in the University or in any of the Colleges in the University

Junior 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, 2021, 195–206). It is essential that Junior Members familiarise themselves with the latter, which set out standards of conduct in relation to such matters as:

- the activities and functions of the University and Colleges
- freedom of speech and lawful assembly
- property belonging to the University, Colleges or their members, employers or officers
- the health and safety of others
- conduct towards others
- examinations

Ignorance of or forgetting about these College and University regulations and standards of conduct is no justification for breaching them.

### ***1. Examples of misconduct likely to lead to College disciplinary proceedings***

The following list sets out examples of misconduct which breach the standards of behaviour and are likely to lead to disciplinary proceedings. It is not exhaustive and is intended only as a guide.

- Bullying, intimidation, harassment, victimisation, and discrimination on account of sex or gender, colour, race, nationality or citizenship, ethnic or national origins, religion or belief, disability, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership status<sup>1</sup>
- Violent, threatening or abusive behaviour, including online
- Possession of dangerous weapons
- Theft (including of information or software) or dishonesty
- Academic misconduct, including plagiarism<sup>2</sup>
- Providing false or misleading information in communication with the College
- Disorderly or antisocial behaviour
- Violating the privacy of others
- Sexual misconduct
- Putting at risk the safety or health of others, including creating a risk of fire or interfering with any system or equipment designed to prevent or contain fire
- Damaging, defacing, misusing, or unnecessarily risking damage to the property (including data) of others

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<sup>1</sup> <https://www.equality.admin.cam.ac.uk/equality-and-diversity-cambridge/equal-opportunities-policy>

<sup>2</sup> For the types of academic misconduct, see <https://www.plagiarism.admin.cam.ac.uk/definition>



- Occupying or using property (including data) of others without permission
- Climbing on College buildings, roofs, or scaffolding
- Harassment
- Possessing, supplying or using illegal drugs
- Disrupting or impeding meetings, others' work or study, or other lawful activities within College or the University
- Interfering with or impeding others' freedom of speech or lawful assembly
- Unauthorised access to computer systems, spreading computer viruses, disguising a true identity on the College's computer network, or other misuse of information and communications technology
- Misuse of computing facilities, including creating or transmitting obscene, indecent or defamatory material

Misconduct may be considered more aggravating and attract stronger penalties if:

- (a) it took place under the influence of alcohol or illicit substances, including in connection with the activities of a drinking society or any other similar group;
- (b) it was motivated by the protected characteristics<sup>3</sup> or perceived protected characteristics of another;
- (c) the Junior Member has previously been found to have breached the same or similar regulations or standards of conduct;
- (d) the Junior Member has not complied with any sanction or measure under the Disciplinary Procedure or another disciplinary or 'fitness to practise' procedure;
- (e) the Junior Member has breached the terms of suspension or other precautionary action measures;
- (f) the Junior Member has not provided the College with reasonable information upon request so that it can assess the risk the Junior Member may pose to others;
- (g) the Junior Member has attempted to conceal or destroy evidence, coerce or intimidate others such as officers or witnesses, or unreasonably disrupt disciplinary or complaint proceedings;
- (h) the Junior Member has abused a position of power or trust;
- (i) it brings the College into disrepute.

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<sup>3</sup> These are listed in the Equality Act 2010 and are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic or national origins or nationality), religion and belief, sex and sexual orientation.

## ***2. Poor academic performance***

Poor academic performance is not necessarily a matter of misconduct, but under the College's Statutes it can attract the same sanctions, such as expulsion or temporary exclusion. The College's procedures for Junior Members who are performing poorly are contained in the College's Statutes and Ordinances (Statute XXXVII and Ordinance XV.D).

## ***3. Consequences of breaching the standards of behaviour***

A Junior Member who breaches the standards of behaviour may be subject to disciplinary proceedings by the College, University or both. A finding of misconduct by the University may result in disciplinary sanctions being applied by the College, and vice versa. For example, academic misconduct, such as cheating in examinations, is generally dealt with initially by the University under its own procedures, but may also result in expulsion from the College.

The College's Disciplinary Procedures for Junior Members are set out in Appendix E of the White Book.

# **B. DISCIPLINARY OUTCOMES AND SANCTIONS**

## ***1. Overview***

Outcomes and sanctions for misconduct range from expulsion to being required to provide a written apology. Sanctions for less serious misconduct generally fall into the following four categories:

- (a) Reparative measures such as providing a written apology, paying for the cost of repairs (normally up to the amount of £250), or paying for the cost of missed supervisions etc.
- (b) Punitive measures such as letters of warning or censure, which will be placed on the Junior Member's record, will make any subsequent breaches of the Code of Discipline more serious (see 'aggravating' factors under A.1. above) and may affect references for future employment or study.
- (c) Rehabilitative measures to ensure that the same breach of conduct will not be repeated, such as attending anger management courses.
- (d) Measures to de-escalate existing tensions, such as instructions to avoid contact with another member of College.

## ***2. Informal sanctions***

Minor misconduct will normally be dealt with by the Junior Bursar, Tutors or the Dean, who may impose a sanction commensurate to the offence. For

example, sanctions and requirements previously applied in relation to minor misconduct include:

- Written apology
- Signing the College's Guidance on Sensible Drinking (Appendix B of the White Book)
- A ban on alcohol consumption for a fixed period
- A fixed fine of £100 for tampering with fire equipment, payable to a charity

### ***3. Letter of warning***

For anything other than very minor misconduct, the Junior Member may be issued with a letter of warning, usually coupled with an appropriate sanction commensurate with the offence. Sanctions may include fines, which are normally payable to charities other than the College. For example, sanctions previously applied in relation to misconduct subject to a letter of warning include:

- Compulsory attendance at a fire safety seminar, or workshops (online or otherwise) on consent, 'lad culture', anger-management
- Fine equivalent to the cost of supervisions missed, payable to the College
- Restriction on the use of college facilities or accommodation outside Term
- Community service (e.g. working at a night shelter or food bank)
- Exclusion from the College's May Ball

A letter of warning will be kept in the Junior Member's file until he or she leaves the College. Such a letter will make any subsequent breaches of the standards of behaviour required under the Code of Discipline more serious (see 'aggravating' factors under A.1. above). Where the Junior Member is a medical student, such a letter will be forwarded to the student's Director of Studies.

A Tutor may take into account a letter of warning when writing a reference for the Junior Member in relation to future employment or study while the student is still a Junior Member.

### ***4. Letter of censure***

For repeated or more serious misconduct, the Junior Member may be issued with a letter of censure, coupled with a sanction commensurate with the offence. For example, sanctions previously applied in relation to misconduct subject to a letter of censure include:

- Withdrawal of College accommodation
- Suspension of privileges as a scholar
- Referral to 'Fitness to practise' in the Clinical School
- Compulsory attendance at workshops (online or otherwise) on consent, 'lad culture', anger-management.

Letters of censure will be kept in the Junior Member's file until the second anniversary of the date on which the Member leaves the College. Such a letter will make any subsequent breaches of the standards of behaviour required under the Code of Discipline more serious (see 'aggravating' factors under A.1. above).

Letters of censure will be automatically notified to any prospective employer or body that writes to the College asking for information about the student's suitability for employment or study. Where the Junior Member is a medical student, such a letter will be forwarded to the student's Director of Studies.

### ***5. Disciplinary Committee sanctions (misconduct)***

For repeated or grave misconduct, a Disciplinary Committee appointed by the College Council may impose the following sanctions under Statute XXXVII.3:

- Temporary or permanent sending out of residence
- Deprivation of a Scholarship or Studentship
- Deprivation of membership of the College

Such sanctions will be coupled with a letter of censure in accordance with B.4. above (Letter of censure). The Committee may also, or instead, impose lesser sanctions coupled with a letter of censure or warning.

### ***6. Dean's Committee sanctions (poor academic performance)***

For failure, or failure to obtain honours, in a University or College examination, a Dean's Committee appointed by Council may impose the following sanctions under Statute XXXVII.4:

- Temporary or permanent sending out of residence

The Dean's Committee may also consider at any time the case of a student who fails to achieve a satisfactory standard of academic performance, and shall make such recommendations and issue such admonitions as they think fit (Ordinance XV.D.2). Admonitions previously applied in relation to unsatisfactory academic standards include:

- Self-directed course of revision and study during the Long Vacation
- Sitting of mock exams to review progress
- Improvement of study skills by attending sessions organised by the College, such as the writing skill course

# Appendices

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

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

### 1. INTRODUCTION

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

- 1.1 Section 43 of the Education (No. 2) Act 1986 places a duty on the College to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its members, students and employees, and for visiting speakers.
- 1.2 The Section also requires the College to issue and keep up to date a Code of Practice to be followed by the Master, Fellows, students, other members, Fellow Commoners, and employees of the College about the organisation of meetings that are to be held on College premises, and about the conduct required for those persons in connection with meetings. This Code of Practice therefore applies to all students, other members, and employees of the College in respect of meetings on any of the College's premises, outdoor as well as indoor.
- 1.3 In this Code of Practice a 'meeting' includes any function, dinner, party, or other entertainment or activity. However, the provisions of the Code shall not normally apply to the following categories of meeting: College lectures,

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

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

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

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

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

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

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

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

## 2. ORGANISATION OF MEETINGS ON COLLEGE PREMISES

- 2.1 Students who wish to arrange any meeting (including dinners, parties, and other entertainments) to which any speaker is invited should discuss the event with their Tutor at the earliest opportunity. The identity of the speaker(s) should be disclosed, along with the nature and subject of the proposed talk. You will be asked to complete an online Speaker Form (on MyTrin) in full by providing details of the person taking responsibility for the meeting, the date

and time of the meeting, the place, the names, addresses and Colleges (if any) of the organisers, the name of the organisation making the arrangements, the name of any expected speakers, and whether or not they are members of the University. The organiser of the event must be a committee member of the society, and must have attended the Dean's induction session (the names of organisers thus registered are available on the Dean's webpage).

Party forms are available from the Tutorial Office and a room-booking form will be sent to you by the Accommodation or Catering Department once a provisional booking has been made. Party and room-booking forms require your Tutor's signature, so you should plan to see your Tutor during office hours. Additional signatures may be required if you wish to film, serve alcohol, or play music at the event (section 41), so you should plan your event well ahead of time.

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

### 3. CONDUCT OF MEETINGS ON COLLEGE PREMISES

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

### 4. THE UNIVERSITY

The provisions of Section 43 of the Education (no. 2) Act 1986, the Equality Act 2010 and the Counter-Terrorism and Security Act 2015 apply also to the University in respect of all its members, students, and employees and to visiting speakers. The College may invite the Proctors to enter its premises and authorise them to act in the discharge of their University duties. Members of the College are reminded that University disciplinary regulations apply on College premises as elsewhere in the Precincts of the University, and their attention is particularly drawn to the following University regulations for discipline (University Ordinances, 2021, 195–206).

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.*
9. *All members of the University shall comply with any instruction given by a University officer, or by any other person authorised to act on behalf of the University, in the proper discharge of his or her duties.*
  10. *All members of the University shall state their names and the Colleges to which they belong when asked by a Proctor or Pro-Proctor, or by any other person in authority in the University or in any of the Colleges in the University.*

## **5. OTHER LEGAL REQUIREMENTS**

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

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

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

## Appendix B: Guidance on Sensible Drinking

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

### 1. HEALTH AND SAFETY

- 1.1 Official guidelines recommend no more than two units a day for adults. As a general rule one unit is half a pint of beer, lager or cider, one small glass (125ml) of wine, or a 25 ml measure of spirit. So safe drinking means about about 14 units per week – that is, spread over the week. Binge-drinking is commonly defined as consuming more than 6 units of alcohol in a single session for men and women. However, these are only approximate guidelines: for instance, a small (125ml) glass of Jacob's Creek red wine (as a popular example) contains 1.6 units of alcohol. Some useful information on the amount of alcohol in commercial drinks can be found on the Drinkaware website ([www.drinkaware.co.uk](http://www.drinkaware.co.uk)) and wider advice from the Portman Group website ([www.portmangroup.org.uk](http://www.portmangroup.org.uk)).
- 1.2 It takes your body about an hour to process one unit of alcohol, so you need to pace your drinking so that your body can cope. Individuals can differ in their metabolism and tolerance to alcohol depending on how tired they are, whether they have eaten, paced themselves with plenty of water, what the weather is like, and so on. The fact that you have managed to tolerate a certain amount of alcohol in the past does not guarantee that you are able to do so on the next occasion because those conditions

- that affect you might have changed. So you need to learn how much you personally can safely drink while still remaining in control of yourself.
- 1.3 The effects of alcohol can start within ten minutes and depending on the individual can last for many hours. Slurred speech, vomiting, loss of balance and distorted vision are just some of the more immediate effects of drinking on the body, if you consume too much at once; so is unconsciousness. Drinking large amounts too rapidly can lead to alcohol poisoning, which can be fatal, as can the combination of unconsciousness and vomiting. Long-term use is linked to liver damage, heart disease, brain damage, some cancers and several disorders of the reproductive system and sexual organs. Remember that it is possible to remain under the influence of alcohol the morning after a heavy drinking bout. Spend 48 hours without alcohol to allow your system to recover.
  - 1.4 You should not drink alcohol if:
    - You might be in the early stages of pregnancy
    - You will be operating machinery, or equipment in a practical class
    - You may be driving a car. Cambridge SU has a policy that no-one should drive on official Cambridge SU business within 48 hours of drinking.
  - 1.5 Alcohol is an addictive drug and there is strong evidence that abuse of alcohol and alcohol dependency may stem from drinking in order to relieve stress, anxiety, and depressive thoughts – all of which are not uncommon among a student population, and for all of which help is available through the College and your GP. Alcohol is a depressant and can exacerbate pre-existing depressive conditions as well as precipitate them.
  - 1.6 Being on the streets under the influence of drink puts you at greater risk of physical or sexual assault. So for safety, stay with friends, look out for your friends, do not walk back to your College alone at night, and take extra care on night-time roads. You should also be alert to the risk of drink spiking.
  - 1.7 Excessive consumption can lead to anti-social conduct, aggression, intimidation or violence. Although alcohol is a depressant it can exaggerate whatever mood you are in when you start drinking. When drunk, you may unwittingly seem more threatening to others, influencing how they react to you. Avoiding violence when not fully in control of yourself can be difficult; your perceptions will be dulled, it will take you longer to react and think things through, and your judgement may be reduced. Aim to talk your way out of a situation, avoiding aggressive language, and using open body language. But always bear in mind that when you have been drinking, you will be more vulnerable to difficulties and danger than when sober.
  - 1.8 If you suspect alcohol poisoning, you should seek medical assistance as soon as possible. If you are in College, you should ask the Porters

(01223 338400) to call the emergency services so that they can direct them swiftly to where you are. While you are waiting, the NHS advice is the following:

- try to keep them sitting up and awake
- give them water if they can drink it
- if they've passed out, lie them on their side in the recovery position and check that they are breathing properly
- keep them warm
- stay with them and monitor their symptoms

Never leave a person alone to 'sleep it off'. The level of alcohol in a person's blood can continue to rise for up to 30–40 minutes after their last drink. This can cause their symptoms to suddenly become much more severe.

You also should *not* give them coffee or any more alcohol, put them under a cold shower or walk them around. These will not help someone 'sober up' and may even be dangerous.

- 1.9 If you have concerns about your or any of your friends' drinking habits, further advice and support are available from:
- Drug and Alcohol Service – Cambridgeshire (0300 5550101)

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

- 2.1 Organisers of student events should always ensure that there is plenty of good quality, alcohol-free drinks. They should ensure that excessive quantities of alcohol are not available, and that only sensible drinking takes place. *A strong social emphasis on alcohol can be insensitive to those who choose not to drink it.* No one should encourage others to drink more than they ought or wish. Competitive drinking games are strictly forbidden. Those who condone, encourage, or force others to drink to excess, especially if there is any element of intimidation or bullying, will come under the serious scrutiny of the Dean. If members of a College society are found to have participated in or organised drinking games, Decanal sanctions will be placed on the society as a whole.
- 2.2 Any College event, including dinner in Hall, should be enjoyable and civilized for all present, and this can only happen if individuals take responsibility for their own behaviour. Those dining or drinking in the Bar must exercise restraint and not drink to excess; hosts should look after

their guests and friends look after one another; and everybody should show consideration towards staff. If a diner is behaving inappropriately a member of the Catering staff may intervene, and students are expected to comply promptly with instructions from the Catering staff. College staff have a responsibility to ensure that College members and their guests do not drink to excess; those who do will be refused further service and may be asked to leave the Bar or Hall. It is illegal for staff to serve someone who they believe to be inebriated

- 2.3 Students who repeatedly fail to exercise self-restraint will be asked to see their Tutor to identify any underlying problems and discuss solutions.
- 2.4 Actions arising from inebriation which place unnecessary burden on the community's limited resources (the Police, Addenbrooke's Hospital, the City Council, and the College staff) will be referred to the Dean. Drunkenness is not a defence, and will be treated as an aggravating circumstance for any misconduct. The College will normally expect individuals concerned to pay any bills arising from soiling or damages caused to properties. Some bills have in the past run to well over £1,000.
- 2.5. Students are expected to clean up any mess of their own arising from their own excessive drinking. No member of staff is expected to clean up after students. In the unlikely event that staff have to clean up after students, a nominal surcharge will be billed to the student, or if a student cannot be identified, the event organiser or TCSU.
- 2.6 Like many things in life, alcohol can be safe and enjoyable when consumed in moderation. Take care of your own consumption and be responsible for the drinking behaviour of others.

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

1. Connection of wired or wireless networking devices, extenders, repeaters, hubs, switches or routers to the College wired or wireless network, including WiFi enabled Printers, is not permitted.
2. Disguising a true identity on the network (spoofing) is strictly prohibited, e.g. Mac Address, user identification, etc.
3. The College reserves the right to disable any network connection while investigating suspected non-compliance with the TCDN/UDN rules and policies. The IT Office will re-enable the network connection when the problem has been resolved satisfactorily. Each user is responsible for all use of their assigned network connections.
4. The College reserves the right to implement network traffic quotas if and when appropriate to ensure the best network performance available for all users.
5. All personally owned devices must be secured against being used by anyone other than the registered user, such as using password or pin protection to log into networked devices.
6. It is the responsibility of the user to keep networked devices secure against attack. Any operating system(s) must be kept up-to-date with all the recommended patches, service packs, etc. See <https://www.trin.cam.ac.uk/about/college-network/terms-and-conditions>.
7. All users must ensure they have anti-virus software installed and that it is active on their devices while connected to the network. Every effort must be made to keep anti-virus software on networked devices updated. Free anti-virus software for some devices are available for members of the University. See <https://help.uis.cam.ac.uk/service/security/antivirus>
8. Each networked device must be registered on the network and will be automatically provided with IP(s) via DHCP from a TCDN access point.
9. Users will need to justify the need for any more than five wired and five wireless total registered devices at any time. This justification will need to be academically related. Approval will be subject to availability on the network without causing the performance to be affected.
10. Publicly addressable servers on the network, e.g. Web, FTP, NNTP, etc. are not allowed.

11. All users must comply with the following:
  - a. Trinity Network Policy: <https://www.trin.cam.ac.uk/about/college-network/network-policy>
  - b. Trinity Network Monitoring Policy: <https://www.trin.cam.ac.uk/about/college-network/network-monitoring>
  - c. University of Cambridge Network Policy: <https://help.uis.cam.ac.uk/cudn-rules>
  - d. University of Cambridge – Use and Misuse of Computing Facilities Policy <https://help.uis.cam.ac.uk/policies/governance-and-policy-documents/use-and-misuse-of-computing-facilities>
  - e. Janet Acceptable Use Policy <https://community.jisc.ac.uk/library/acceptable-use-policy>
  - f. Further Janet Network and Technology Policies <https://community.jisc.ac.uk/library/janet-policies>

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

## Appendix D: Trinity College Students' Union

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

1. Students have the right to opt out of TCSU; by doing so they lose the right to vote or stand in elections, but shall not be disadvantaged thereby with regard to provision of services.
2. A student wishing to exercise this right should give notice to the Vice-President indicating that the student does not wish to be a member.
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 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.
6. Recognition of, and allocation of resources to, College Clubs and Societies is agreed by the Amalgamated Clubs Committee, and its recommendations are reported annually to the College Council. The procedure is freely accessible to students.
7. Any person may complain to the President, or if the President is the subject of the complaint, to the Vice-President, because the person: (i) is dissatisfied with the governance or operation of the TCSU; or (ii) is dissatisfied, in any way, in the person's dealing with the TCSU; or (iii) claims to be unfairly disadvantaged by the person's exercise of the right not to be a member.
8. The TCSU is affected by a regulatory framework that includes UK legislation governing students unions, the general law relating to charities, and the Statutes and Ordinances of the College.



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# Appendix E: Disciplinary Procedure for Junior Members

## 1. GLOSSARY OF KEY TERMS

In this procedure, the following terms shall have the meanings set out below:

***Council:*** The College Council, which consists of five officers of the College (the Master, Vice Master, Senior Tutor, Senior Bursar, Junior Bursar) and nine elected Fellows, and is chaired by the Master.

***Dean:*** Dean of College.

***Disciplinary Committee:*** A committee appointed by the Council under Statute XXXVII.3 to hear a charge brought against a Junior Member, or to hear an appeal from a disciplinary decision of an officer of the College under Statute XXXVII.2.

## 2. SCOPE AND PRINCIPLES

- 2.1. This procedure enables the College to consider whether a Junior Member has breached the standards of behaviour set out in the Code of Discipline and, if so, to impose proportionate sanctions. It does not exist to resolve personal disputes. Complaints about any matter under the control of the College which affects the progress, wellbeing or circumstances of an individual student can be brought under the Code of Practice on Student Complaints. Junior Members who witness misconduct may report it to a Tutor or the Dean.
- 2.2. All individuals involved in this procedure are required to communicate and act respectfully and reasonably at all times. Abusive or unreasonable behaviour will not be tolerated and may result in disciplinary action or limits being imposed on involvement in this process.

### ***Flexibility of the procedure***

- 2.3. This procedure is an internal process and does not have the same degree of formality as proceedings in court. It is not intended that a Junior

Member or the College will be legally represented at any meetings that form part of the procedure.

- 2.4. The procedure is intended to ensure that potential misconduct by a Junior Member is investigated and addressed in a fair and proportionate way. The procedure may be adjusted where it is fair and proportionate to do so. For example, if matters have already been thoroughly investigated under the Code of Practice on Student Complaints, little further investigation may be necessary under this procedure and a Disciplinary Committee may be convened immediately.

### ***Standard of proof***

- 2.5. The standard of proof used when making determinations of misconduct under this procedure is the balance of probabilities, i.e. that it is more likely than not that the Junior Member breached the standards of behaviour required under the Code of Discipline. The burden of proof is on the College.

### ***Timeliness***

- 2.6. The College shall investigate and consider potential misconduct by Junior Members in a timely manner. For matters where a Disciplinary Committee is likely to be appointed under Statute XXXVII, the College normally aims to complete the process within 60 days of first informing the Junior Member of the allegation of misconduct against them. However, delays may occur for reasons outside the College's control, such as where the case is complex, the Junior Member or witnesses are not available to attend meetings, or where the procedure has been put on hold for good reason. The Junior Member and others involved will be provided with updates where there is a delay.

### ***Deputies***

- 2.7. Any reference in this procedure to a named role includes a deputy appointed to exercise some or all of the functions assigned to that role-holder under this procedure. In particular, a deputy may be appointed from outside the College. A deputy will be appointed to replace any person who may have a conflict of interest or may reasonably be perceived to have a conflict or be biased.

### ***Criminal and other proceedings***

- 2.8. Some breaches of the Code of Discipline could also constitute criminal offences. The College will treat outcomes reached as a result of criminal

investigations, such as fines, cautions, or criminal convictions received by a Junior Member, as evidence that the behaviour on which the offence was based took place. A 'not guilty' or 'no further action' outcome from the police or criminal proceedings will not prevent the College from undertaking its own investigation as to whether a breach of the Code of Discipline has occurred.

- 2.9. Where there is no current police investigation or ongoing criminal procedure, the fact that conduct might amount to a criminal offence is not a reason to halt or delay any step under this procedure. Given its limited powers, the College is not expected to conduct investigation as the police would or conduct proceedings as if it was holding a criminal trial. The College's duty is only to carry out such investigation as is fair, reasonable and proportionate in the circumstances, and to make a decision based on the balance of probabilities.
- 2.10. Potential misconduct by a Junior Member may be subject to multiple procedures (for example, a complaint by a student under the Code of Practice on Student Complaints may result in action against a Junior Member under this procedure), or be investigated by a different body, such as the University or its OSCCA (Office of Student Conduct, Complaints and Appeals). Sensitive matters such as sexual misconduct are particularly likely to be referred to the OSCCA for investigation. A matter may be referred to a different procedure or body at any time.

### ***Suspension and other precautionary action***

- 2.11. In cases where the Dean of College assesses that there is a need to put in place precautionary action whilst proceedings are ongoing, the Dean will liaise with the University to initiate the process outlined in the University's Statutes and Ordinances under Special Ordinance D (v): Precautionary Action (Special Ordinance under Statute D I) and/or where appropriate implement equivalent precautionary actions in College, such as moving one student's accommodation to another part of the College, or instructing all parties to refrain from contacting each other.

### ***Inappropriately influencing the outcome of these proceedings***

- 2.12. Whilst subject to these disciplinary proceedings, the Junior Member must not take any inappropriate steps to influence the outcome, such as causing any person who has complained about their conduct, or witnesses, to feel intimidated. The Junior Member should not contact

or attempt to contact any such person, either directly or indirectly, and should inform the Dean immediately if contact will be inevitable unless arrangements are put in place to avoid it.

### ***Confidentiality***

- 2.13. Information about any person's involvement in this procedure shall be kept confidential as far as possible. However disclosure of information by College officers will be necessary for various reasons, such as to ensure that the procedure is fair, to implement sanctions, or to protect others.
- 2.14. Individuals must not disclose to anyone (other than those involved in this procedure, and where relevant) personal information about other individuals that they acquire from their participation in this procedure, either during the process or subsequently.
- 2.15. It is necessary that all parties feel able to engage fully with the procedure without concern for the wider sharing of information disclosed within the investigation process. Following the conclusion of the procedure, whilst those involved may discuss their personal experience of the procedure with professional advisors such as Tutors, Mental Health Advisors or GPs, they should not identify or provide details that might identify any individual involved.

## **3. ESTABLISHING THE FACTS**

### ***Informal investigation***

- 3.1. Where a matter is relatively minor and requires little further investigation, the Junior Bursar, a Tutor or other officer of the College with authority under Statute XXXVII.3 will meet with the Junior Member to discuss the allegation of misconduct and give the Junior Member an opportunity to respond. If it appears that the matter may merit a letter of warning or censure, the officer may refer it to the Dean for further consideration.

### ***Preliminary investigation by the Dean***

- 3.2. In all other cases the Dean will meet with the person who initially reported the potential misconduct to receive an oral account, and then hold a preliminary investigatory meeting with the Junior Member and their Tutor to discuss the allegation and give the Junior Member an initial opportunity to respond. The Junior Member will be asked to indicate the witness and documentary evidence they would like gathered during any subsequent investigation.

If the preliminary meeting with the Junior Member does not conclude the matter, the Dean will then decide on next steps, in consultation with others such as College Officers and members of the Dean's Committee if the Dean so chooses, including considering:

- whether the matter should be considered under another procedure, such as the Fitness to Study Procedure;
- whether the matter should be referred to another body, such as the University's OSCCA, for investigation;
- whether and how to investigate the matter further, including whether to appoint a deputy to carry out the investigation.

- 3.3. The Dean will notify the Junior Member and the Member's Tutor of next steps, or that no further action will be taken. Where next steps include further investigation, the Dean shall describe the investigation process, the possible outcomes, including referral to other procedures, for example Fitness to Study or Fitness to Practise, and who may need to be informed. The Dean will inform the Junior Member of the avenues of support available to them and the potential consequences if the potential misconduct may constitute a criminal offence.

### ***Further investigation***

- 3.4. The nature and extent of any further investigation will depend on the seriousness of the matter, and the more serious it is, then the more thorough the investigation will be. The Dean will keep an open mind and look for evidence supporting the Junior Member's defence as well as that supporting the allegation of misconduct.
- 3.5. The Dean may meet with any witnesses or instead collect information through written statements. When a Junior Member is interviewed as a witness, the Dean will ask the Junior Member's Tutor or a Tutorial Administrator to attend. The Dean may also meet again with the Junior Member and Tutor. Written notes may be taken at these meetings; individuals shall have the opportunity to comment on the written notes of any interview with them. The Dean shall also give anyone personally affected by the alleged behaviour being investigated the opportunity to describe that effect in an 'Impact Statement', and will direct them to appropriate sources of support.
- 3.6. At the conclusion of an investigation, the Dean shall produce an investigation report, outlining the process followed, the information

gathered and his or her findings and conclusions. The Dean will decide either that there is a disciplinary case to answer, or to refer the matter to another body or procedure, or to take no further action.

- 3.7. If the Dean decides to take no further action, at this or any later stage, the Dean will notify the Junior Member.
- 3.8. Where the Dean decides that there is a disciplinary case to answer, the Dean will either:
  - (a) refer it to Council who may decide to appoint a Disciplinary Committee where the case, if upheld, could merit a sanction which can be imposed only by a Disciplinary Committee under Statute XXXVII (see section 5 below); or
  - (b) invite the Junior Member to an interview to discuss it.
- 3.9. In considering whether to refer the case to the Disciplinary Committee, the Dean of College shall give consideration to the Code of Discipline in relation to sanctions and measures, as well as the following factors:
  - (a) The seriousness of the breach;
  - (b) The harm or damage caused;
  - (c) The advantage gained or the advantage that could have been gained by the Junior Member as a result of the breach;
  - (d) The intent and planning involved in the breach;
  - (e) The impact on the Collegiate University community, including the content of any Impact Statement;
  - (f) Whether the Junior Member has admitted the breach and when such an admission took place;
  - (g) Whether the Junior Member has expressed remorse and/or shown insight into the impact of the breach;
  - (h) The evidenced personal circumstances of the Junior Member; and
  - (i) The impact on the reputation of the College and/or the Collegiate University as a whole.

### ***Decanal interview***

- 3.10. The Dean's invitation to the Junior Member to attend an interview will be in writing and contain sufficient information about the alleged misconduct and its possible consequences to enable the Junior Member to prepare to answer the case at the interview. Such information will normally include a description of the alleged misconduct, the name of the person who reported

it (unless, exceptionally, anonymity has been granted) and the Code of Discipline regulations or standards of behaviour that have allegedly been breached. It would normally be appropriate to provide copies of any written evidence, which may include any witness statements, and any investigation report, with the invitation. The invitation should also give details of the time and venue for the disciplinary interview and advise the Junior Member of their right to be accompanied at the meeting by their Tutor.

- 3.11. The interview will be held without unreasonable delay whilst allowing the Junior Member reasonable time to prepare their case. The Dean, Junior Member and Tutor should make every effort to attend the interview. At the interview the Dean will explain the complaint against the Junior Member and go through the evidence that has been gathered. The Junior Member will be allowed to set out their case and answer any allegations that have been made. The Junior Member will also be given a reasonable opportunity to ask questions, present evidence and raise points about any information provided by witnesses.

#### **4. DECISIONS BY THE DEAN AND OTHER COLLEGE OFFICERS**

After meeting the Junior Member, the relevant College officer under section 3.1 above, or the Dean, will decide whether or not disciplinary or any other action is justified and inform the Junior Member accordingly in writing. Where misconduct is confirmed, the Dean or other College officer will issue a letter setting out the nature of the misconduct, their findings of fact, their decisions and reasons for those decisions, the change in behaviour required and any punishments or measures imposed. The Dean's letter may be an informal letter, a letter of warning or a letter of censure under the Code of Discipline. The letter from any other College officer will be an informal letter under the Code of Discipline.

#### **5. DECISIONS BY THE DISCIPLINARY COMMITTEE**

##### ***Appointment of the Disciplinary Committee***

- 5.1. Where the Dean has referred a disciplinary case to Council under section 3.8 above, the Council shall appoint such a Disciplinary Committee under Statute XXXVII, constituted in accordance with the provisions of Statute LXVII.25, whose function shall be to hear the charge(s) of misconduct

against the Junior Member. Council shall designate one of the persons so appointed to chair the Committee. The Chair shall appoint a suitable person to act as Secretary to the Committee. If the Junior Member believes that the membership of the Committee could give rise to a conflict of interest or possible bias, this must be reported to the Secretary and Chair of the Committee immediately, with written reasons.

- 5.2. Those present at the hearing shall be the Committee members, the Secretary, the Dean and the Junior Member. The Junior Member may also be accompanied by his/her Tutor or another Fellow or member of the College of his/her choice. It is for the Junior Member to approach their chosen companion, make timely arrangements for the companion to attend the hearing, ensure the companion understands their duty to keep information confidential, pass relevant documents to the companion and let the Secretary know, ideally before the date for the hearing is fixed, the name of the companion. At the hearing the Junior Member's companion may put and sum up the Junior Member's case, respond on behalf of the Junior Member to any views expressed, and confer with the Junior Member. The companion may not, however, answer questions on the Junior Member's behalf, speak if the Junior Member does not wish it, or prevent anyone else present from explaining their case.

### ***Hearing arrangements***

- 5.3. The Chair may give such directions for the fair hearing of the charges as he or she sees fit, whether at the request of any participant or of his or her own accord, such as:
- (a) setting or revising time limits for each stage of the hearing and the preparation for it;
  - (b) making arrangements for dealing fairly with cases where more than one Junior Member is involved;
  - (c) taking steps to ensure that participants, including witnesses, understand the requirement to keep confidential any sensitive information acquired as a result of their participation;
  - (d) permitting a participant to attend the hearing by alternative means (eg video call);
  - (e) deciding whether or not the hearing will proceed in the absence of any participant;
  - (f) dividing the hearing into two: one to consider the charge(s) and one to consider sanction if any charge is upheld;
  - (g) adjourning, postponing or re-convening a hearing as necessary.



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It is the duty of the Committee and of the Chair to ensure that a charge is heard and disposed of as expeditiously as possible.

- 5.4. As soon as possible after the Committee has been appointed:
- (a) The Secretary shall inform the Junior Member and Dean of the membership of the Committee and send a copy of Statute XXXVII, the Code of Discipline and this Disciplinary Procedure to the Committee members and Junior Member;
  - (b) The Dean shall send to the Secretary a copy of the charge(s) against the Junior Member, any Statute, regulation or other standard of behaviour said to have been breached, any relevant investigation report, any witness statements and any other documents or evidence which the Dean wishes the Committee to consider at the hearing, whether in relation to the charges or the sanction the Committee could apply, but not including any information described in section 5.5 below.
  - (c) The Secretary shall:
    - (i) send to the Chair and Junior Member the documents and any other evidence provided by the Dean under 5.4 (b) above; and
    - (ii) after consultation with the Committee, Junior Member and Dean, notify all involved of the date, time and place for the hearing.
- 5.5. No information concerning previous disciplinary warnings or sanctions to which the Junior Member has been subject will normally be provided to the Committee until it has decided whether the current charge is proved. Such information may normally be taken into account only if and when the Committee upholds any charge, unless for example the previous warnings or sanctions are relevant to or form part of the charge.
- 5.6. The Junior Member or his/her companion may submit a written response to the papers received, and may provide relevant signed and dated statements from witnesses (including him/herself), to be received by the Secretary at least fourteen days before the hearing. If the Junior Member wishes to admit any part of the charge(s) he or she should do so as part of his/her written response.
- 5.7. Witnesses shall not normally be called in person. However, in cases of extreme seriousness, where there are material differences in factual accounts, the Chair shall have discretion to allow this. Any request by the Junior Member or Dean to call witnesses to attend for questioning must be received by the Chair at least seven days before the hearing.

- 5.8. The Secretary shall prepare a set of all witness statements and a paginated set of all other documents received from the Dean and Junior Member and no later than three days before the hearing, send copies to the members of the Committee, the Dean, the Junior Member and his/her companion.
- 5.9. These deadlines may be varied with the agreement of the Dean and the Junior Member involved.

### ***The hearing***

- 5.10. At the discretion of the Chair, the normal order of proceedings at the hearing shall be as follows:
- (a) The Dean shall present the charges. The Junior Member shall then present his/her case. His/her companion shall be permitted to speak on his/her behalf. The Junior Member and Dean shall answer questions put to them by the Committee. They may also put questions to each other via the Chair. The Dean, the Junior Member and his/her companion may make closing statements in that order.
  - (b) The Junior Member, the companion, and the Dean shall withdraw while the Committee deliberates.
  - (c) The Dean, the Junior Member and the companion shall re-join the Committee to hear its decision on the case.
  - (d) If the charge(s) are found proved, the Dean and then the Junior Member or companion shall address the Committee on the question of appropriate penalty, including providing copies of any relevant document such as previous letters of warning or censure, or evidence in mitigation.
  - (e) The Dean, the Junior Member and the companion shall then withdraw again while the Committee reaches its final decision.

### ***Decisions***

- 5.11. The Committee shall find a charge proved only if it has been proved by the Dean on the balance of probabilities. The cogency of the evidence relied upon should be commensurate with the seriousness of the misconduct charged.
- 5.12. The Committee shall have regard to Statute XXXVII and the Code of Discipline when considering whether to impose any sanction or issue any letter of censure or warning. It shall ensure that any letter of censure issued and sanctions imposed are proportionate and consistent with previous cases.

5.13. The Chair shall communicate the Committee's decision to the Junior Member, via the Member's Tutor or companion, and the Dean as promptly as possible after the meeting and send a report to the Secretary of the College Council including the Committee's findings of fact, its decisions, the reasons for those decisions and any other recommendations. A copy of the report shall be sent to the Dean, the Junior Member and the Junior Member's companion, and Tutor. The Chair shall, if appropriate, notify the Junior Member of the right of appeal to the Council.

## **6. APPEALS – GENERAL**

### ***Appeals against sanctions imposed by the Dean or another College officer***

6.1. Where a College officer or the Dean decides to impose a punishment under section 4 above, the Junior Member may appeal to a Disciplinary Committee within seven days of receiving the written decision confirming such punishment. Otherwise the matter will be considered closed. The appeal should comply with section 6.4 below and be addressed to the Dean, who will refer it to the Council to appoint a Disciplinary Committee under Statute XXXVII.

### ***Appeals against sanctions imposed by the Disciplinary Committee***

6.2. Where the Disciplinary Committee decides to impose a punishment under section 5.11 above, the Junior Member may appeal to the Council within seven days of receiving the written decision confirming such punishment. Otherwise the matter will be considered closed. The appeal should comply with section 6.4 below and be addressed to the Secretary to the College Council.

### ***Grounds of appeal***

6.3. A Junior Member may submit an appeal on the following grounds:

- (a) This Disciplinary Procedure was not followed properly;
- (b) The College officer, Dean or Disciplinary Committee reached a decision outside the range of decisions that could reasonably have been reached on the evidence;
- (c) The Junior Member has new material evidence that the Junior Member was unable, for valid reasons, to provide before the decision was made;
- (d) There was bias against the Junior Member during the procedure or such bias could reasonably be perceived;

- (e) The punishment imposed was disproportionately harsh, or not permitted under this Disciplinary Procedure.

### ***Appeal requirements***

- 6.4. Appeals should be in writing, state the ground(s) from section 6.3 above upon which the appeal is based, and include a copy of the decision appealed against and all evidence which the Junior Member wishes the appeal body to consider.

### ***Implementation of sanctions***

- 6.5. Where the College officer, Dean or Disciplinary Committee has imposed a particular sanction or measure against which the Junior Member has appealed, the sanction or measure will not normally be implemented while the appeal is being considered. Following the appeal decision, any sanctions or measures upheld or imposed by the appeal body shall be implemented, even if the Junior Member intends to raise a complaint with an external body.

## **7. APPEALS BEFORE A DISCIPLINARY COMMITTEE**

### ***Appointment of the Disciplinary Committee***

- 7.1. Where the Junior Member has appealed under section 6.1 above, the Council shall appoint a Disciplinary Committee under Statute XXXVII, constituted in accordance with the provisions of Statute LXVII.25, whose function shall be to hear the appeal. Council shall designate one of the persons so appointed to be Chair of the Committee. The Chair shall appoint a suitable person to act as Secretary to the Committee. If the Junior Member believes that the membership of the Committee could give rise to a conflict of interest or possible bias, this must be reported to the Secretary and Chair of the Committee immediately, with written reasons.
- 7.2. Those present at the hearing shall be the members of the Committee, the Secretary, the College officer or Dean, and the Junior Member. The Junior Member may also choose to be accompanied by his/her Tutor or another member of the College of his/her choice. It is for the Junior Member to approach their chosen companion, make timely arrangements for the companion to attend the hearing, ensure the companion understands their duty to keep information confidential, pass relevant documents to the companion and let the Secretary know, ideally before the date for the

hearing is fixed, the name of the companion. At the hearing the Junior Member's companion may put and sum up the Junior Member's appeal, respond on behalf of the Junior Member to any views expressed, and confer with the Junior Member. The companion may not, however, answer questions on the Junior Member's behalf, speak if the Junior Member does not wish it, or prevent anyone else present from explaining their case.

### ***Hearing arrangements***

- 7.3. The Chair may give such directions for the fair hearing of the appeal as he or she sees fit, whether at the request of any participant or of his or her own accord. It is the duty of the Committee and of the Chair to ensure that an appeal is heard and disposed of as expeditiously as possible. Where appropriate, the Chair of the Committee may allow the case to be considered without a hearing, particularly if requested or agreed by the Junior Member. In such cases, the documentation as prepared under 7.5 below will form the basis of the Committee's decision.
- 7.4. As soon as possible after the Committee has been appointed:
- (a) The Secretary shall inform the Junior Member and Dean or College officer of the membership of the Committee and send to the Dean or College officer the appeal documents received from the Junior Member;
  - (b) The Dean or College officer shall send to the Secretary a copy of any documents on which he or she relied in reaching his or her decision and which he or she wishes the Committee to consider at the hearing.
  - (c) The Secretary shall:
    - (i) send to the Chair and Junior Member the documents provided by the Dean under 7.4 (b) above; and
    - (ii) after consultation with the Committee, Junior Member and Dean or College officer, notify all involved of the date, time and place for the hearing.
- 7.5. The Secretary shall prepare a paginated set of all documents received from the Dean or College officer and Junior Member and, no later than seven days before the hearing, send a copy to the members of the Committee, the Dean or College officer, the Junior Member and his/her companion.

***The hearing***

7.6. At the discretion of the Chair, the normal order of proceedings at the hearing shall be as follows: the Junior Member shall present his/her appeal. His/her companion shall be permitted to speak on his/her behalf. The Dean or College officer shall present his/her case. The Junior Member and Dean or College officer shall answer questions put to them by the Committee or each other. The Dean or College officer, the Junior Member and his/her companion may make closing statements in that order.

***The decision***

7.7. The decision of the Committee, which may involve a penalty greater or lesser than that imposed by the Dean or College officer, will be communicated to the Junior Member by the Secretary in accordance with section 9. The decision of the Disciplinary Committee is final.

**8. APPEALS BEFORE THE COUNCIL**

8.1. Where the Junior Member has appealed under section 6.2 above, the Junior Member, Chair of the Disciplinary Committee (the "DC Chair") and the Dean will be invited to appear before Council. The Junior Member may also choose to be accompanied by a member of the College. It is for the Junior Member to approach their chosen companion, make timely arrangements for the companion to attend the hearing, ensure the companion understands their duty to keep information confidential, and pass relevant documents to the companion. At the hearing the Junior Member's companion may put and sum up the Junior Member's appeal, respond on behalf of the Junior Member to any views expressed, and confer with the Junior Member. The companion may not, however, answer questions on the Junior Member's behalf, speak if the Junior Member does not wish it, or prevent anyone else present from explaining their case.

***Hearing arrangements***

8.2. The Secretary of Council may give such directions for the fair hearing of the appeal as he or she sees fit, whether at the request of any participant or of his or her own accord. It is the duty of the Council to ensure that an appeal is heard and disposed of as expeditiously as possible. Where appropriate, the Secretary of Council may allow the case to be considered without a hearing, particularly if requested or agreed by the Junior

Member. In such cases, the documentation as prepared under 8.4 below will form the basis of the Committee's decision.

- 8.3. As soon as possible after receipt of the appeal:
- (a) The Secretary shall send to the DC Chair and Dean the appeal documents received from the Junior Member;
  - (b) The DC Chair shall send to the Secretary a copy of any documents on which the Committee relied in reaching their decision and which the Committee wish the Council to consider at the hearing.
  - (c) The Council Secretary shall:
    - (i) send to the Junior Member and members of Council who have not been involved in any earlier procedure involving the Junior Member the documents provided by the DC Chair under 8.3 (b) above; and
    - (ii) after consultation with the Junior Member, DC Chair and Dean, notify all involved of the date, time and place for the hearing.
- 8.4. The Secretary shall prepare a paginated set of all documents received from the DC Chair and Junior Member and, no later than seven days before the hearing, send a copy set to the members of the Council, the DC Chair, the Dean, the Junior Member and his/her companion.

### ***The hearing***

- 8.5. At the discretion of the Chair, the normal order of proceedings at the hearing shall be as follows: the Junior Member shall present his/her appeal. His/her companion shall be permitted to speak on his/her behalf. The DC Chair shall present his/her case. The Junior Member, DC Chair and Dean shall answer questions put to them by the Council. They may also put questions to each other via the Chair, or each other. The DC Chair, the Junior Member and his/her companion may make closing statements in that order.

### ***The decision***

- 8.6. No person who investigated, made any decision or carried out any other function under this Code in relation to the disciplinary matter at an earlier stage shall be present when Council's decision in relation to the appeal is made.

- 8.7. The decision of the Council, which may involve a penalty greater or lesser than that imposed by the Disciplinary Committee, will be communicated to the Junior Member by the Council Secretary in accordance with section 9 below. The decision of the Council is final.

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

The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of Junior Member complaints which have already been considered in full under the College's internal procedures. When communicating the final decision under 7.7 or 8.7 above, the relevant Secretary will issue a formal Completion of Procedures letter to the Junior Member, together with details of the OIA Junior Member Complaints Scheme. If the Junior Member is dissatisfied with the conduct of the disciplinary procedures within the College he/she may bring the complaint to the OIA within three months of the date of issue of the Completion of Procedures letter, provided that the complaint is eligible under the rules of the OIA scheme. Further information may be viewed at [www.oiahe.org.uk](http://www.oiahe.org.uk).

## **10. REVIEW OF PROCEDURES**

The Senior Tutor's Office will maintain records on the nature and number of cases dealt with under these procedures, preserving the confidentiality of the parties concerned. The Council will review the procedures from time to time, in consultation with the Liaison Committee. The purpose of this review shall be to ensure that decisions are made consistently and at the appropriate level; that appropriate action is taken on issues identified and that information gathered is used to improve guidance and support for Junior Members and staff involved in the procedure.



## Appendix F: Ordinances relating to Residence and the Dean's Committee

### III. CONDITIONS OF RESIDENCE

2. Every student reading for the BA Degree is required to present himself for a University examination in each year if there is an examination appropriate to his course, unless he is dispensed from this requirement by his Tutor and Director of Studies. Except with the permission of the Dean's Committee, or by leave of the Council on appeal,
  - (a) a student who fails to achieve the honours standard in a Tripos examination, or a pass in a University or College Preliminary Examination, shall not return into residence;
  - (b) a student following a four-year Tripos course who has qualified for the BA Degree by the end of his third year shall not return into residence for the fourth year of the course unless his examination performance in the third year is in the Second Class or better.
  
3.
  - (a) The Dean's Committee shall review all cases of poor examination performance under Ordinance XV.D.3.
  - (b) If a student wishes to lodge an appeal against a decision taken under Ordinance XV.D.3, the papers laid before the Dean's Committee, together with any new evidence, shall be considered by the Council exclusive of any member who was present and voted on the case at the Dean's Committee.
  - (c) A student will normally be represented by his Tutor at the hearing of the appeal, but may choose to be represented by another resident senior member of the College or by the Student Advisor of the Cambridge SU. Such a representative is entitled to see all the papers before the Council relating to the student.
  - (d) The student may appear before the Council if he wishes, and is entitled to see those non- confidential papers before the Council relating to his case.
  - (e) The Director of Studies of a student whose case is being heard shall be invited to attend.
  - (f) The decision of the Council on the appeal shall be communicated to the student by his Tutor.

## **XV.D. THE DEAN'S COMMITTEE**

1. The Dean's Committee (Statute XXXVII.4) shall consist of the Dean of College (Chairman), the Senior Tutor (Secretary), four Tutors for undergraduates appointed by the Council, and six other members appointed by the Council. Any decision whether or not a student may remain in residence shall be made at a meeting of the Committee and shall require a quorum of seven voting members.
2. The Committee may consider at any time the case of a student who fails to achieve a satisfactory standard of academic performance, and shall make such recommendations and issue such admonitions as they think fit. The Committee will normally meet at the beginning of the Michaelmas and Lent terms. A student being considered may be required to appear in person before the Committee. If there is concern that a student, through persistent lack of diligence or other grievous culpability, may do poorly in Tripos examinations or in the University or College Preliminary Examinations then, at a special meeting held before the end of the Lent Term, the Committee may put the student on notice that he may be required to attend a meeting prior to the Long Vacation at which a decision can be made whether he may remain in residence. At the former meeting the student's Tutor will provide the Committee with statements from the Director of Studies and himself and a full set of supervision reports.

A smaller ad hoc committee may be convened from time to time from members of the Dean's Committee, at the request of the Tutor or Director of Studies, for minor matters of academic negligence that require immediate rectification or admonition.

3. The Committee shall meet prior to the Long Vacation meeting of the Council and otherwise if necessary to consider individually cases of poor examination performance by students not in their final term of residence. The procedure to be followed at such a meeting is as follows:
  - (a) The Tutor of each student concerned will provide the Committee with
    - (i) a statement from himself;
    - (ii) a statement from the Director of Studies;
    - (iii) a full set of supervision reports and any earlier communications from the Dean's Committee;

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- (iv) a statement from the student in explanation and mitigation, together with such other information as the student wishes to provide;
  - (v) such other evidence (e.g. medical) as will throw light on the student's academic ability, aptitude, and examination performance.
  - (b) A student will normally be represented by his Tutor, but may choose to be represented by another resident senior member of the College or by the Student Advisor of the Cambridge SU. Such a representative is entitled to see all the papers before the Committee relating to the student.
  - (c) The student may appear before the Committee if he wishes, and is entitled to see the papers relating to his case which are before the Committee.
  - (d) The Director of Studies of a student whose case is being heard shall be invited to attend. If the Director of Studies is unable to attend the meeting a deputy will be appointed to attend.
  - (e) The Senior Tutor shall not vote. No Tutor or Director of Studies shall vote in the case of his own pupil.
  - (f) The Committee shall decide whether each student may remain in residence (conditionally or unconditionally), save that no student shall be required to go out of residence permanently on the sole ground of poor examination results if s/he is in standing to proceed to Honours in the Tripos; such decisions shall be reported to the Council by the Senior Tutor.
  - (g) The decision of the Committee shall be reported to each student by his Tutor, who will also inform him of his right of appeal to the Council under Ordinance III.

# Appendix G: Code of Practice for Student Complaints

## GLOSSARY

**The College:** Trinity College, Cambridge

**Student Members:** undergraduate or postgraduate students of the College reading for a degree or diploma, in residence or otherwise, until they take the degree or diploma for which they are registered. It also includes affiliated students, exchange students, and students serving as sabbatical officers of Cambridge SU.

**Council:** The College Council, which consists of five officers of the College (the Master, the Vice Master, Senior Tutor, Senior Bursar, Junior Bursar) and nine elected Fellows, and is chaired by the Master

**Responsible College Officer:** a Fellow of the College who deals with administrative and disciplinary matters of Departments of the College. A full list may be found here: <https://students.trin.cam.ac.uk/contacts>

**Heads of Department:** Members of staff who have immediate administrative and disciplinary responsibility of a department. They report to a Responsible College Officer. Their names can be found here: <https://students.trin.cam.ac.uk/contacts>

**Responsible Person:** the person dealing with the complaint

Any reference in this Code to a named role includes a deputy appointed to exercise the functions, or any of them, assigned to that role-holder under the Code.

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## 1. INTRODUCTION

- 1.1 This document covers student complaints and outlines the procedure by which they are dealt with. It also lists the forms of support available to the students.  
Specifically, this Code of Practice covers complaints made by<sup>1</sup>
  - Student Members of Trinity College against Fellows and members of staff of Trinity College
  - Student Members of Trinity College against each other
- 1.2 This procedure is an internal process and does not have the same degree of formality as proceedings in a court of law. It is not normally necessary or appropriate for complainants or the College to be legally represented at any meetings that form part of the procedure except in exceptional circumstances.
- 1.3 This procedure has three stages: Informal Resolution, Formal Resolution and Review.
- 1.4 The College expects that complaints will normally be dealt with informally in the first instance. An informal resolution should normally be sought within a week of the problem occurring. Where an attempt at informal resolution has been unsuccessful or is not appropriate, then students should bring their complaint to the attention of the College, using the procedure outlined here, as soon as possible following the occurrence of a problem and normally within one calendar month of the problem occurring.

## 2. SCOPE OF COMPLAINTS

- 2.1 Subject to section 2.2, this Code of Practice covers complaints about any matter under the control of the College which affects the progress, wellbeing or circumstances of an individual student.
- 2.2 Complaints relating to sexual harassment and sexual misconduct against a Student Member should normally be handled by the University's Office of Student Conduct, Complaint and Appeals (OSCCA) in accordance with the University's Procedure on Student Harassment and Sexual Misconduct.

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<sup>1</sup> In respect of complaints from students from other Colleges or from members of the public, any complaint should be addressed to the relevant College Officer who will follow an analogous procedure to the one laid down in this Code of Practice, where appropriate.

- 2.3 Complaints about matters of College policy that affect students or groups of students more generally should normally be raised through the Liaison Committee via the representatives of the Trinity College Students Union (TCSU) and the BA Society.
- 2.4 A student may wish to complain about a matter that is not within the control of the College but within that of another institution, e.g. the University or another College. If students are unclear about where responsibility lies, they may seek advice from any of the individuals listed in Appendix 1 about how to proceed and may ask their Director of Studies, their Tutor or the Senior Tutor to take up the matter on their behalf.

### **3. GENERAL PRINCIPLES**

- 3.1 The College recognises that it has a duty to provide fair and objective procedures for examining and resolving complaints, and to ensure that its procedures are free from partiality and bias arising from personal, institutional or other conflicts of interest. A person whose conduct forms part of the complaint shall not be responsible for dealing with or investigating any complaint or appeal under this Code.
- 3.2 No student will be disadvantaged by having raised a complaint, but the College expects that students will not make frivolous, vexatious or malicious complaints.

#### ***Help and advice in connection with complaints***

- 3.3 Students who are considering making a complaint may wish to seek help or advice from those listed in Appendix 1.
- 3.4 Tutors and Chaplains are able to provide support to students throughout the complaints procedure and to offer advice on how to identify and access appropriate support, including specialist counselling.
- 3.5 In relation to sexual harassment and sexual misconduct, students may find it helpful to discuss the various reporting options and the possible implications of those options with their Tutors, Chaplains and/or the University's Sexual Assault and Harassment Advisor. Where relevant, students will be supported to come to an informed decision as to whether to report such an incident to the Police. If students decide not to report the incident to the Police, the College will not require them to

do so. No inference will be drawn from a student's decision not to report the incident to the Police.

### ***Confidentiality and sharing information***

- 3.6 Every effort will be made to maintain the confidentiality of a complaint. However, where a complaint is of a personal nature against an individual, it is likely that the complainant's identity will have to be revealed at some stage in all but the most exceptional cases, in order for there to be a fair investigation. That is particularly the case where an investigation leads to action under any disciplinary or 'fitness to practise' procedure. The College will endeavour to inform an individual complainant of the extent to which his/her identity is likely to be revealed at each stage of the process.

### ***Timeliness***

- 3.7 Complaints should be submitted in a timely manner, so that matters can be dealt with effectively. Whilst all complaints will be considered, it may no longer be possible or proportionate to investigate or to take effective action in relation to delayed complaints (for example, if witnesses or alleged perpetrators are no longer students at the College).
- 3.8 The College shall investigate and consider complaints in a timely manner, providing reasonable deadlines at each stage of the process for decision-makers to provide decisions and for participants to provide information. The College normally aims to complete the initial investigation within 60 days of receipt of the complaint as referred to in section 6.1. However, delays may occur where the case is complex, participants are not available to attend meetings, or where the procedure has to be suspended for good reason. The student will be provided with updates where there is a delay.

### ***Right to be accompanied***

- 3.9 Any student required to attend a meeting as part of the consideration of a complaint under this Code may choose to be accompanied by another member of the College; this could be a Tutor, a Chaplain, a Director of Studies or other senior member, or a student, including one of the officers of the TCSU or the BA Society. It is for the student to approach their chosen companion, make timely arrangements to be accompanied, and let the person leading the meeting know, in advance of the meeting, the name of the companion.
- 3.10 The student's companion may put, and sum up, the student's case, respond on behalf of the student to any views expressed at the meeting,

and confer with the student during the meeting. The companion may not, however, answer questions on the student's behalf, speak if the student does not wish it, or prevent anyone else present from explaining their case.

### ***Complaints relating to sexual harassment and sexual misconduct***

- 3.11 The College acknowledges the distress, anxiety, hesitation, and concerns students may feel in deciding to report sexual harassment or sexual misconduct.
- 3.12 The College acknowledges the distress, anxiety, hesitation, and concerns students may feel if a complaint alleging sexual harassment or sexual misconduct is made in respect of them or if they are asked to provide a witness statement concerning such a matter.
- 3.13 If a student decides to bring a case under the College's procedures rather than the University's procedures (as is possible under section 2.2), the Dean or the Responsible Person will liaise closely with students' Tutors and with others supporting the students, to ensure that meetings are conducted in a sensitive manner.

## **4. PRINCIPLES APPLICABLE TO COMPLAINTS INVOLVING POTENTIAL DISCIPLINARY ISSUES**

### ***Complaints of potential misconduct***

- 4.1 A complaint may allege conduct by an individual that could amount to a breach of the standards of behaviour expected of members of the College or the University, and potentially give rise to disciplinary proceedings. Normally, the procedure outlined in this Code of Practice on Student Complaints will be completed before any disciplinary procedure is commenced.

### ***Overlapping complaint and disciplinary cases***

- 4.2 Where a complainant makes a separate complaint during a disciplinary process against those involved in the disciplinary process, it may be appropriate temporarily to suspend the disciplinary process in order to deal with the complaint. However, where the complaint and disciplinary cases are related (for example, relating to the same individual or incident), it may be more effective to deal with both concurrently and for both to be determined by the same individual or panel. Where the complaint is made by the student subject to the disciplinary process,



the matter should be raised after conclusion of the disciplinary process (including any appeal) and will not be dealt with under this Code.

- 4.3 Normally, the procedure outlined under the Code of Practice on Student Complaints will be completed before any disciplinary procedure is commenced. If a complaint alleges conduct of a Student Member that could amount to a breach of the standards of behaviour expected of members of the College or the University, and potentially give rise to disciplinary proceedings, the Senior Tutor may, at any time, refer such potential disciplinary matters for investigation to the Dean under the College's Disciplinary Procedure for Junior Members, or to a different body (such as the University or the University's Office of Student Conduct, Complaints and Appeals or the Fitness for Medical Practise Committee).

### ***Precautionary action***

- 4.4 Where the complaint is of a personal nature against an individual, precautionary action involving the individual and the complainant may be necessary while investigations are carried out. In the case of a complaint against a Student Member, the Dean will liaise with the University to initiate the process outlined in the University's Special Ordinance D (v): Precautionary Action (Special Ordinance under Statute D I) and/or, where appropriate, implement equivalent precautionary actions in College, such as moving one student's accommodation to another part of the College, or instructing all parties to refrain from contacting each other.
- 4.5 Where appropriate and possible, precautionary action may include suspension or temporary re-assignment of duties of a member of staff, after the relevant College Officers or Heads of Department have been consulted, and in accordance with the College's Disciplinary Policy for staff.
- 4.6 Where appropriate and possible, precautionary action may include suspension or temporary re-assignment of duties of a Fellow, including tutors, in accordance with Statute LXVII.

## **5. INFORMAL PROCEDURE**

- 5.1 Students who wish to complain about a matter within the scope of this Code of Practice should first raise the complaint with the individual who handled the matter, if the matter concerns conduct by a Fellow or a member of staff. A student who feels unable to do this for any reason should consult one of the individuals listed in Appendix I, who will give advice about how to proceed.

- 5.2 If the complaint is about another student, then the complainant might choose to approach one of the individuals listed in Appendix I for advice. That individual might offer to arrange a meeting between the students involved to see if a solution can be reached. The student being complained about is encouraged to consult his or her tutor or anyone listed in Appendix I.
- 5.3 Where the complaint concerns accommodation then students should refer to the Accommodation handbook.
- 5.4 Where the initial attempt at informal resolution has been unsuccessful and the complaint relates to the conduct of a person who is under the supervision of a Head of Department or Responsible College Officer, the complainant should normally approach that person (either directly or through their tutor) to request their assistance with an informal resolution. The current names of Heads of Department and Responsible College Officers can be found here: <https://students.trin.cam.ac.uk/contacts>

## **6. FORMAL PROCEDURE**

### ***Let the College know the nature of the complaint***

- 6.1 Where the nature of the complaint is too serious to be dealt with informally, or where an approach under section 5 has not produced a satisfactory conclusion, a formal complaint should be made in writing to the Responsible College Officer, such as the Senior Tutor (or the Vice-Master, if the complaint relates to the conduct of the Senior Tutor) or the Junior Bursar if the complaint relates to a member of staff (or the Vice-Master, if the complaint relates to the conduct of the Junior Bursar). The complainant should set out the nature of the complaint, provide copies of all documents relevant to the case and indicate the form of resolution sought.
- 6.2 The Responsible College Officer to whom the complaint has been made will acknowledge receipt and will deal with the complaint as required by sections 5 and 6 above personally, or will appoint another Fellow to do so, or will refer it to the Dean (if it relates to potential misconduct by a Student Member) or to the relevant RCO with responsibility for the department to which the complaint relates or, if the Responsible College Officer was involved at the informal stage, the Junior Bursar. The person thus dealing with the complaint is hereafter referred to as the "Responsible Person".

### ***Meeting to discuss the complaint***

- 6.3 The Responsible Person will invite the complainant to a meeting to discuss the complaint. The complainant will be allowed to explain the complaint and the resolution sought.

### ***Investigation***

- 6.4 More complex complaints may require investigation beyond a meeting with the complainant. The nature and extent of the investigation will depend on the seriousness of the matter: the more serious it is, the more thorough the investigation will be. The Responsible Person may delegate the investigation to another Fellow, a senior member of staff or an independent investigator external to the College as appropriate. The Responsible Person will keep an open mind and look for evidence which supports the complainant's case, as well as evidence against it. At the conclusion of the investigation, the Responsible Person will produce a report outlining the process followed, the information gathered, the findings made and the conclusions reached.

### ***Outcome***

- 6.5 Following the meeting or meetings with the complainant, and any investigation of the complaint, the Responsible Person will decide what action, if any, to take. Any action recommended against a member of staff should be determined in consultation with the Junior Bursar. Decisions will be communicated to the complainant and the person complained about in writing, without unreasonable delay and, normally within ten working days of the meeting, and where appropriate, will be supported by reasons and a statement of the action the College intends to take to resolve the complaint. The complainant and/or the person complained about will also be informed of the right to review the determination in accordance with section 7 if the complainant and/or the person complained about is not content with the action taken. If it is not possible to respond to the complainant and/or the person complained about within a reasonable period, an explanation for the delay will be provided and the complainant / the person complained about will be told when a response can be expected.
- 6.6 Where a complaint results in the commencement of disciplinary proceedings against a member of the College, the complainant may be requested to keep confidential any information provided to him or her about those proceedings and the outcome of those proceedings. It may not be appropriate, given the right to privacy entailed by the disciplinary

proceedings, for detailed information to be provided to the complainant about the disciplinary proceedings or their conclusion, particularly if the complainant is not willing to keep it confidential.

## **7. REVIEW**

### ***Grounds of review***

- 7.1 If the formal procedure does not result in an outcome which is satisfactory to the complainant, or to the person complained about, then either party may, within five days of receipt of the written decision on the outcome of the complaint, request a review. A request must be made in writing to the Council (via its Secretary) on one or more of the following grounds, viz.:
- Procedural irregularities occurred during the formal procedure which were material or potentially material to the decision reached;
  - The Responsible Person reached a decision outside the range of decisions that could reasonably have been reached on the available evidence;
  - There is new material evidence that could not, for valid reasons, be provided before the decision was made;
  - The Responsible Person did not act, or could reasonably be perceived not to have acted, without partiality or bias in the course of the proceedings.
- 7.2 In addition to the specifications in section 7.1, a request for review should also include a copy of the relevant decision and all evidence which the person requesting a review wishes to be considered.
- 7.3 The Council may decide that there are no grounds for review and, if so, the Secretary of the Council will issue a formal Completion of Procedures letter to the person requesting the review, in accordance with section 8 below.

### ***Process***

- 7.4 If it is decided that there are grounds for a review to be heard, the Council will establish a Review Committee of three Fellows, excluding any person who has been involved with the complaint at an earlier stage. Where the complaint relates to a member of staff, the Review Committee will (except where they have been involved in resolving the formal or informal complaint procedures) normally include the Responsible College Officer dealing with the member of staff's department or the Junior Bursar.
- 7.5 The Review Committee will consider the complainant's written request for a review, the information considered during formal resolution, the decision,

- and any new information. The Review Committee may request further information, including an oral hearing if it deems necessary.
- 7.6 The Review Committee will not usually consider issues afresh or carry out a further investigation. The Committee will consider all the material to which it has regard to determine whether any of the Responsible Person's decision is vitiated on any of the grounds in 7.1
  - 7.7 The Review Committee may uphold the request for a review in whole or in part, or dismiss the request for a review, and confirm the Responsible Person's decision.
  - 7.8 If the Review Committee upholds the request for a review in whole or in part, it shall recommend to Council such remedies as necessary including, where appropriate, referring the case back to the Responsible Person or to another Responsible Person for a redetermination of the complaint.
  - 7.9 No member of the Council who investigated, made any decision or carried out any other function under this Code in relation to the complaint at an earlier stage should be present at or otherwise participate in the review of the decision.
  - 7.10 The decision of the Review Committee and the Council's decision on remedy, if any, will be communicated in writing, normally within 28 days of the request for review being submitted in accordance with section 7.1, and a formal Completion of Procedures letter will be issued in accordance with section 8 below.

## **8. OFFICE OF THE INDEPENDENT ADJUDICATOR/ COUNCIL**

- 8.1 The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints which have already been considered in full under the College's internal procedures. When communicating the final decisions under section 7.3 or section 7.10, the Secretary of the Council will issue a formal Completion of Procedures letter to the complainant and to the person complained against. The Completion of Procedures letter will contain details of the OIA Student Complaints Scheme.
- 8.2 If the complainant is dissatisfied with the outcome of the complaints procedure within the College, or subsequent review, the complainant may bring the complaint to the OIA, if it is admissible under the rules of the OIA scheme. Further information may be viewed at [www.oiahe.org.uk](http://www.oiahe.org.uk).

- 8.3 If the person complained against is dissatisfied with the review process then he or she can bring the matter to be considered by the Council as a whole. A request must be made in writing, to the Secretary of the College Council, raising one or more of the grounds listed in section 7.1.
- 8.4 If the person complained against is dissatisfied with the outcome of the complaints procedure within the College, or subsequent review, the persons complained against may bring the complaint to the OIA, if it is admissible under the rules of the OIA scheme. Further information may be viewed at [www.oiahe.org.uk](http://www.oiahe.org.uk).

## **9. REPORTING AND MONITORING OF PROCEDURES**

- 9.1 The Senior Tutor's Office will maintain records of the nature and number of complaints dealt with under these procedures, preserving the confidentiality of the complainants.
- 9.2 The Council will review this Code of Practice annually, in consultation with the Liaison Committee.
- 9.3 Copies of this Code of Practice shall be made available on the College website.

### ***Appendix 1 – Persons within College from whom help and advice may be sought:***

- Tutor (for any matter)
- Director of Studies (in matters relating to supervision or other academic provision)
- Senior Tutor
- Fellow for Trinity Women
- Fellow for LGBT+
- Fellow for Ethnic Diversity
- Chaplains
- Wellbeing and Mental Health Advisor
- College Nurse
- TCSU or BA Society Officers (who will be able to advise which of the persons above may be appropriate to approach)



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