## Contents

### Extracts from Statutes

- Statute B, Chapter VIII (Students & Scholars) .......................................................... 1
- Statute C, Chapter VI (Academic Progress, Conduct & Discipline) .......................... 2
- Statute C, Chapter VII (Complaints) .......................................................................... 3
- Statute D, Chapter III (Financial Management) .......................................................... 3

### Student Ordinances

- B,XXI (Students – General Provisions) .................................................................... 4
- B,XXII (Student Societies) ...................................................................................... 7
- C,XII (Student Academic Progress) .......................................................................... 10
- C,XIII (Student Welfare) .......................................................................................... 12
- C,XIV (Student Discipline) ...................................................................................... 15
- C,XV (Student Complaints) ...................................................................................... 17
- D,XII (Grants, Awards & Student Support) ................................................................ 19
- D,XIII (Student Finance) .......................................................................................... 22

### Student Regulations (Procedures)

- P1 (Change of Tripos) .............................................................................................. 24
- P2 (Unsatisfactory Academic Progress) ..................................................................... 26
- P3 (Academic Review Committee) ........................................................................... 29
- P4 (Academic Appeal Panel) .................................................................................... 33
- P5 (Equal Opportunities: Reasonable Adjustments) .................................................. 35
- P6 (Harassment and Sexual Misconduct) .................................................................. 39
- P7 (Fitness to Study) ................................................................................................. 48
- P8 (Leave to Disregard Terms and Other Allowances) .............................................. 59
- P9 (Student Discipline) ............................................................................................ 64
- P10 (Student Disciplinary Committee) ....................................................................... 69
- P11 (Disciplinary Appeal Panel) ................................................................................. 75
- P12 (Complaints Against the College) ....................................................................... 77

### Student Regulations (Finance)

- F1 (Scholarships, Exhibitions and Prizes) ................................................................. 83
- F2 (Student Finance Administration) .......................................................................... 85
- F3 (Student Debt Procedures) ................................................................................... 88

### Student Regulations (General)

- G1 (Study Obligations) ............................................................................................. 91
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>G2</td>
<td>(Personal Conduct)</td>
</tr>
<tr>
<td>G3</td>
<td>(Formal Residence Requirements)</td>
</tr>
<tr>
<td>G4</td>
<td>(Accommodation and Rooms Ballot Policy)</td>
</tr>
<tr>
<td>G5</td>
<td>(Occupancy of College Accommodation)</td>
</tr>
<tr>
<td>G6</td>
<td>(Fire and Security)</td>
</tr>
<tr>
<td>G7</td>
<td>(Overnight Guests)</td>
</tr>
<tr>
<td>G8</td>
<td>(College Community, Vehicles &amp; Weapons)</td>
</tr>
<tr>
<td>G9</td>
<td>(Substance Use and Misuse)</td>
</tr>
<tr>
<td>G10</td>
<td>(Events in Private Rooms)</td>
</tr>
<tr>
<td>G11</td>
<td>(College Hall)</td>
</tr>
<tr>
<td>G12</td>
<td>(Entertainments &amp; Events)</td>
</tr>
<tr>
<td>G13</td>
<td>(Meetings on College Premises: Code of Practice)</td>
</tr>
<tr>
<td>G14</td>
<td>(Students’ Bar)</td>
</tr>
<tr>
<td>G15</td>
<td>(Information Services)</td>
</tr>
<tr>
<td>G16</td>
<td>(Sporting, Music and Other Facilities)</td>
</tr>
<tr>
<td>G17</td>
<td>(Code of Practice for SSCSU)</td>
</tr>
</tbody>
</table>

Page numbers: G2 (93), G3 (95), G4 (97), G5 (100), G6 (103), G7 (105), G8 (106), G9 (108), G10 (109), G11 (111), G12 (113), G13 (116), G14 (120), G15 (123), G16 (126), G17 (127)
STATUTE B

CHAPTER VIII
(see also Ordinances B,XXI-II and C,XII-XV)

Students and Scholars

Admission

1. In accordance with such procedures as are made in Ordinances, the Council may admit any person to the College to pursue a course of study or research in the University; provided that he or she shall be qualified to be presented by the College for matriculation as a member of the University or as a candidate for a degree or to enter for an examination in the University.

2. The student members of the College from time to time shall comprise those persons, in statu pupillari or otherwise, who have been admitted under section [1] and have come into residence, and any other persons admitted into residence as students for the purposes of study or research under special arrangements determined by the Council.

3. All students qualified to matriculate shall be presented in accordance with University Regulations.

Conduct and academic progress

4. Students of the College shall:
   (a) comply with the Statutes and Ordinances of the University;
   (b) comply with the Statutes, Ordinances and Regulations of the College, and with any further orders or procedures made by the Governing Body or the Council, and with any notice issued by an Officer or other person in authority in the College;
   (c) reside in the University during each Term, such as to satisfy University Regulations.

5. Without prejudice to the generality of section [4], every student of the College shall be responsible for:
   (a) his or her satisfactory academic progress by pursuing diligently relevant opportunities for study and learning under the direction and supervision and with the support of staff of the Colleges and University;
   (b) his or her compliance with the standards of conduct and discipline made by the College and the University;
   (c) his or her general behaviour as it affects the health, safety or security of:
      (i) the student himself or herself;
      (ii) other members or staff of or visitors to the College;
      (iii) the activities and functions of the College;
      (iv) any member or member of staff of the University;
   (d) assisting other members or staff of the College when reasonably requested to do so;
   (e) showing due respect and obedience to all persons having authority in the College when exercising such authority.
6. Any matter concerning the academic progress, or the conduct, discipline or behaviour, of a student of the College shall be decided under the provisions of Statute C, VI and Ordinances and Regulations made thereunder.

**Scholarships**

7. Scholarships may be awarded to students of special academic distinction, in accordance with Statute D, III, 12 and procedures made in Ordinances.

8. Scholars of the College, other than Organ or Choral Scholars, shall be admitted to the foundation, in accordance with procedures made in Ordinances.

**Other awards**

9. The College may make such financial or other awards to students as it shall from time to time determine, in accordance with Statute D, III, 12 and procedures made in Ordinances.

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**STATUTE C**

**CHAPTER VI**

*(see also Ordinances C, XII-XIV)*

*Academic Progress, Conduct and Discipline of Students*

1. In accordance with Ordinances or Regulations made hereunder, appropriate penalties may be imposed where any student of the College:
   (a) is unable or unwilling or otherwise fails to comply with Statute B, VIII, 4 or 5 (conduct and academic progress), or with Ordinances or Regulations made thereunder; or
   (b) acts in a manner tending to bring the College into disrepute.

2. Penalties which may be imposed under section [1] shall include, but shall not be limited to:
   (a) suspension or removal from a Scholarship or Studentship;
   (b) permanent or temporary exclusion from residence in the College, which may extend to exclusion from residence in the Precincts of the University, such that a student shall or may not be in standing to complete his or her examinations and course of study, or be admitted to any degree.

3. In accordance with procedures made in Ordinances or Regulations:
   (a) inquiries may be made into the academic progress, or conduct, discipline and behaviour, of students of the College; and, where appropriate,
   (b) action may be taken, including the imposition of penalties under sections 1-2.

4. Ordinances or Regulations made under sections 1-3 shall provide for a student whose academic progress or other conduct is the subject of formal proceedings:
   (a) to be given proper notice of any questions or issues to be decided and a fair opportunity to participate in the proceedings;
(b) to attend any hearing in person and to be accompanied by a representative or other person;
(c) to appeal against an initial decision, by application to an appropriate body.

CHAPTER VII
(see also Ordinances C,XI and C,XV)

Grievances and Complaints

1. ....

Student complaints

5. Fair and expeditious procedures shall be made in Ordinances or Regulations for settling or redressing any complaint raised by a student of the College which affects him or her on any matter of academic or non-academic provision by the College, and which affects the student directly, either as an individual or in his or her personal dealings and relationships with other members or employed staff of the College. This procedure may not be invoked where alternative provisions for dealing with the matter are made in the Statutes, Ordinances or Regulations either of the College or of the University.

6. Subject to any relevant legislation in force from time to time, the procedure under section [5] shall provide for:
   (a) an informal process for investigating and resolving a complaint at an early stage;
   (b) a process of formal examination of a complaint by an appropriate body;
   (c) a final review by an external body comprising persons who are not members of the College.

STATUTE D

CHAPTER III
(see also Ordinances D,V-VII)

Financial Management

1. ....

Fees, charges and fines

6. In accordance with Statute A,IV,5(k), the Council shall have power to levy fees and other charges, and to impose fines, on any member of the College, in connection with any purpose or purposes or activity of the College. A fine may only be imposed in accordance with a relevant Ordinance or Regulation which specifies the maximum amount of the fine.
ORDINANCES

ORDINANCE B,XXI
(depending from Chapter B,VIII)

Students – General Provisions

Admission of students

1. The Council shall approve policies for the admission of undergraduate students, within the framework of government regulations and University admissions policies. College policies shall be reviewed annually and shall include, *inter alia*:
   (a) procedures for making final decisions on the admission of individual undergraduate students; and
   (b) the delegation of authority to make such final decisions, to appropriate Officers and/or other persons holding appointments in the College, and/or to a committee or other body.

2. The Council shall approve policies for the admission of graduate students, within the framework of government regulations and University admissions policies. College policies shall be implemented by the Graduate Tutors, who shall have delegated authority to make final decisions for the admission of individual graduate students.

Residence of students

3. Residence requirements under University Regulations, for both undergraduate and graduate students, shall be met by residing in College or an approved residence, as prescribed by College Regulation. Failure to keep residence in accordance with this Ordinance may result in a student being ineligible to take an examination or to proceed to a degree.

4. Procedures for coming into residence, absence during Term, and going out of residence shall be prescribed by College Regulation.

5. A student who has been excluded from residence in the University (rustication¹, as defined in University Regulations), whether by the University or the College, and whether temporarily or permanently, shall not, for the period of that exclusion, reside in College or any residence approved by the College under clause [3].

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¹ ‘Rustication’, or exclusion from residence within (the Precincts of) the University, either temporarily or permanently, may in certain circumstances defined under University and College Ordinances, be imposed as a sanction. Temporary rustication may affect a student’s standing in the University (see footnote 1, above). Permanent rustication equates to withdrawing a student from his or her course and causing his or her name to be removed from the University Student Register (see University Special Ordinance D(ii),3(d)).
Pastoral provision

6. For any period during which a student is temporarily out of residence in the University, as determined by University Regulations, such as any period where leave to disregard terms (‘intermission’) has been granted by the University following an application under College Ordinance C,XIII,11-12, the provision of pastoral care and support by the College shall be at the discretion of the Senior Tutor unless expressly provided for otherwise by Ordinance or Regulation. When a student completes the course of study for which he or she was admitted to the College, whether or not he or she is admitted to the related degree, or when a student withdraws or is withdrawn from his or her course, or when for any other reason he or she no longer appears on the University Student Register of persons pursuing a course of study in the University, any obligation of the College to provide pastoral care or support to that student shall cease.

College and University rules

7. Every student shall be deemed to be aware of the Statutes, Ordinances, Regulations and Notices of the College that are in force from time to time, as officially published on Sidnet. For the convenience of students, the College shall also maintain on Sidnet a compendium of relevant Statutes, Ordinances and Regulations known as the Student White Book, and such other College Handbooks for undergraduate and graduate students as it thinks desirable. Any document published on Sidnet shall also be available in hard copy in the Tutorial Office.

8. Every student shall further be deemed to be aware of the Statutes and Ordinances of the University that are in force from time to time, as published by the University. For the convenience of students, the College may provide links from Sidnet to relevant pages of the University website.

9. It shall be the responsibility of each individual student to make himself or herself familiar with the existence and contents of the documents referred to in clauses [7] and [8].

10. The Ordinances and Regulations of the College that apply to students shall be read with, and shall take effect in conjunction with, the Ordinances and Regulations of the University, and shall so far as reasonably practicable be interpreted and applied in a manner consistent therewith. Where any conflict arises between the Ordinances and Regulations of the College and those of the University, the Ordinances and Regulations of the University shall take precedence. Accordingly:
   (a) no Ordinance or Regulation of the College shall at any time or for any reason be held to supersede or substitute for any requirement on a student to comply with the Ordinances and Regulations of the University; and
   (b) where no College Ordinance or Regulation applies in particular circumstances, University Ordinances or Regulations may nonetheless be applicable.
SSCSU

1. There shall be a students’ union of the College, which shall be known as the Sidney Sussex College Students’ Union (‘SSCSU’).

2. The Council shall make such allocation of funds to SSCSU, and for such purposes, as the Council shall from time to time determine. The Council shall normally make an allocation annually, in the Lent Term. SSCSU shall present its annual accounts, and budget, to the Council for approval in the Michaelmas Term.

3. It is the duty of the College, under the Education Act 1994 (‘the Act’), section 22, to take such steps as are reasonably practicable to secure that SSCSU:
   (a) operates in a fair and democratic manner, and
   (b) is accountable for its finances.

Accordingly, the activities of SSCSU shall be regulated by its Constitution, which shall be approved every five years by the Council, and by the College Code of Practice for SSCSU, which shall be prescribed by Regulation.

4. This Ordinance and Regulations made hereunder shall be published to all students in whatever manner is conventional in the College, and shall be drawn to the attention of all students by annual notification from SSCSU.

College clubs and societies

5. SSCSU shall be responsible for the annual allocation of funds to any student club or society whose members are members of the College, and for approving the constitution, list of officers and annual accounts for each such club or society.

6. The officers and members of a student club or society shall comply with any relevant Ordinances or Regulations and with any associated notice or other publication issued by the Council or under the authority of any College Officer. An officer shall be designated by each club or society (the ‘designated officer’) who shall, unless otherwise provided for, act as its representative in any communications or other dealings between the club or society and the Officers or staff of the College.

7. A club or society which receives an allocation of funds greater than ten per cent of the total funds allocated to all clubs and societies shall have a Senior Treasurer, who shall be a Fellow of the College or a person of similar standing, approved by the Senior Tutor. The Senior Treasurer shall:
   (a) ensure the proper management of the financial accounts;
   (b) provide general advice and assistance to the officers and members; and
(c) promote discipline and good order by the members, and compliance with such Ordinances or Regulations as apply to the club or society, or its officers or members.

The Students’ Bar

8. The Council shall determine from time to time:
   (a) the Premises Supervisor for the College, who shall also be a Personal Licence Holder, in accordance with the requirements of the Local Licensing Authority; and
   (b) the person(s) or body responsible to the Council for managing the Students’ Bar.

9. The Premises Supervisor shall have responsibility for promoting compliance with licensing objectives by the College. Such objectives shall include the prevention of crime and disorder, public safety, prevention of nuisance and the protection of children. The Premises Supervisor shall have ultimate authority for the management of the Students’ Bar and may authorise action on his or her behalf by the College Porters or other members of staff.

10. SSCSU shall be responsible for the day-to-day management of the Students’ Bar, and shall therefore ensure that suitable management systems and personnel are in place, and oversee them, in accordance with Regulations made hereunder. SSCSU may delegate management to a Bar Committee or to appropriate SSCSU Officers, but shall at all times remain responsible to the Designated Premises Supervisor and the Council for the good management of the Bar.

Freedom of speech and related matters

11. Every student shall have such rights and obligations in regard to:
   (a) freedom of speech and expression;
   (b) freedom from unlawful discrimination;
   (c) protection from radicalisation, understood as the attempt by others to gain the student’s support for or promotion of terrorist activities; and
   (d) any matters associated with or of a like nature to such rights;
   as are established by the Council from time to time, whether in Regulations or otherwise, in accordance with its responsibilities under The Education (No. 2) Act 1986 section 43, The Equality Act 2010, the Counter-Terrorism and Security Act 2015, and any subsequent applicable legislation.

12. Further to clause [11], SSCSU, every College club or society and every student shall comply with the Regulations, Notices or other policies or procedures established by the Council for the management of:
   (a) College events, whether held on College premises or elsewhere, at which controversial views will or may be expressed; and
   (b) visiting speakers, and their conduct, at meetings held on College premises.

13. In particular, SSCSU, every College club or society and every student shall:
   (a) comply with the Code of Practice for Section 43 Meetings, as laid down in Regulations; and
(b) not attempt to deny any person, or body of persons, access to any premises of the College solely on the grounds of the beliefs or views, or the policies or objectives, which that person or body of persons holds or pursues; provided that the College reserves the right to refuse access to its premises where it reasonably believes that a visiting speaker, or the purpose of a meeting, is likely to give rise to the incitement of crime and/or to cause a breach of the peace.
Student Ordinances C,XII

ORDINANCE C,XII
(depending from Chapters B,VIII and C,VI)

Student Academic Progress

Study obligations

1. Further to Statute B,VIII,5(a), General Regulations on study obligations shall apply to any student who is placed under the supervision of a Director of Studies of the College, including:
   (a) any undergraduate student;
   (b) any student who is pursuing an undergraduate course, such as the Bachelor of Theology for Ministry;
   (c) any graduate student who is pursuing a postgraduate qualification assessed by examination;
   (d) if relevant, any graduate student pursuing a course of advanced study.

2. The study obligations of any graduate student who is pursuing a course of research or training for research, and any graduate student pursuing a course of advanced study to whom clause [1] does not apply, shall be as University Regulations require.

3. Further to Statute C,VI, any student who fails to comply with College Regulations on study obligations may be subject to review and to the imposition of sanctions, in accordance with this Ordinance and Regulations made hereunder.

Change of Tripos

4. An undergraduate student may be admitted into a course of study other than that for which he or she was admitted to the College, provided that:
   (a) the student is of standing for Honours in the Tripos applied for, under University Regulations;
   (b) any required consent by the University has been duly obtained;
   (c) the Education Committee, or such other committee or body as the Council appoints for the purpose, consents.

5. A student shall normally be permitted to proceed into any Tripos course authorised by the Regulations of the Tripos for which the student was admitted to the College. In exceptional circumstances the Education Committee may refuse permission to proceed notwithstanding that the student satisfies the relevant requirements of the Regulations.

6. Procedures for the consideration of applications to change Tripos shall be made in Regulations. The procedures shall provide for:
   (a) the circumstances in which a change of Tripos may be permitted;
   (b) the relevant factors which shall or may be taken into account in giving or withholding consent;
   (c) an appeal to an Academic Review Committee, as constituted by the Council under clauses 7(b) and [8] and Regulations made thereunder.
Unsatisfactory academic progress

7. Procedures for monitoring the academic progress of any student under the supervision of a Director of Studies shall be made in Regulations. The procedures shall make provision for cases of:
   (a) serious failure to comply with College study obligations;
   (b) unsatisfactory performance in University examinations;
   (c) failure to be classed in, or failure to pass unclassed, University examinations.

8. In accordance with Statute C,VI,4, procedures for monitoring academic progress shall provide for:
   (a) continuing review of compliance with study obligations, led by the Director of Studies and the Senior Tutor;
   (b) review of examination performance;
   (c) consideration by an Academic Review Committee constituted by the Council of any case referred to it by the Senior Tutor;
   (d) the range of conditions or sanctions which may be imposed by an Academic Review Committee;
   (e) an appeal to an Academic Appeal Panel constituted by the Council against any decision of an Academic Review Committee;
   (f) co-ordination with related College procedures, according to the circumstances in a particular case.

9. An Academic Review Committee shall have jurisdiction to hear appeals from the decisions of other persons or bodies of the College, as provided for in Ordinances or Regulations.
ORDINANCE C,XIII
(depending from Chapter C,VI)

Student Welfare

Equal opportunities: reasonable adjustments

1. It is the duty of the College to promote equality of opportunity for and avoid unlawful discrimination against all its members and staff. The scope of this duty shall extend only to matters within the powers of the College to provide, as an independent legal institution. For the avoidance of doubt, the scope of this duty shall not extend to any matters which fall entirely within the powers of another, legally independent, institution, in particular the University, and such matters shall not therefore be dealt with under this Ordinance or Regulations made hereunder.

2. Procedures made in Regulations shall provide for reasonable adjustments to be made to the normal arrangements of the College, where that is necessary to ensure that no student of the College who has a disability under clause [3] shall be placed at a substantial disadvantage, compared with students who have no such disability, in his or her access to the teaching and learning environment, or in the application to him or her of the modes of assessment used for academic progress. Separate procedures on reasonable adjustments shall be established for and applied to applications for admission as a student of the College.

3. A student shall be regarded as having a disability where he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to engage with his or her studies or undertake the modes of assessment normally required. A minor impairment that does not confer a substantial disadvantage shall not be the subject of procedures made under this Ordinance.

4. Procedures made under clause [2] shall provide for:
   (a) the disclosure of a disability to the College;
   (b) assessment of disability;
   (c) the determination of reasonable adjustments by the College to its normal provision for teaching, learning or assessment;
   (d) an appeal against any such determination to an Academic Review Committee, under Ordinance C,XII,9.

Harassment and sexual misconduct

5. All members of the College community, whether students, Fellows or members of staff, shall treat all others with respect, courtesy and consideration, and, where relevant, professional responsibility. No member of the College community shall engage in any form of bullying, harassment, victimisation or discrimination (‘harassment’, as defined in Regulations).
6. Procedures shall be made in Regulations to protect students of the College from any form of harassment by any member or members of the College or its staff, and to address any complaints raised. The procedures shall apply to any act or conduct in the course of any academic, sporting, social, cultural, or other activity within the College or the Precincts of the University, or anywhere else where the act or conduct takes place in the context of the complainant student’s membership of the College or University.

7. In accordance with Statute C,VI,4, procedures made under clause [6] shall provide for:
   (a) the circumstances which may amount to harassment;
   (b) processes for the informal resolution of complaints, led by an appropriate member of the Pastoral Team;
   (c) processes for the formal adjudication of complaints, by an Adjudicator appointed by the Senior Tutor;
   (d) the range of remedial actions which may be agreed or formally recommended, to resolve complaints;
   (e) special provisions for cases that *prima facie* involve the commission of a criminal offence;
   (f) co-ordination with related College and University procedures, according to the circumstances in a particular case.

*Fitness to study*

8. The College has a general duty of care towards all its members, employees and visitors, which includes legislative duties for health and safety, mental health, equality and non-discrimination, and human rights. It shall be a condition of any student’s continued residence in the College and University for the purposes of academic study that he or she is willing and able to fulfil the obligations arising under Statute B,VIII,5(b) and (c), and is in all respects fit to study.

9. Procedures shall be made in Regulations for assessing any question which may arise concerning a student’s fitness to study. Questions of fitness to study may concern either fitness for personal academic work and/or fitness to engage in University and College life in all its aspects, including relationships with others in the College and University communities.

10. In accordance with Statute C,VI,4, procedures made under clause [9] shall provide for:
    (a) inquiries into fitness to study where relevant circumstances arise;
    (b) processes for informal support and action, where more than the normal provision of pastoral support for a student or students is required;
    (c) processes for obtaining, assessing and taking appropriate action on medical information, where more substantial intervention and support is required;
    (d) precautionary measures for serious or urgent cases, where there is evidence of a serious risk to the health or safety of the student concerned or some other person, or of substantial disruption to the life or work of the College or its members or staff;
    (e) the range of actions, conditions or sanctions which may be required of or imposed on a student at any stage, including intermission or rustication, either temporary or permanent (see Ordinance B,XXI,5-6), and procedures for applying to return to studies;
(f) an appeal against any determination made under sub-clause (e) to an Academic Review Committee, under Ordinance C,XII,9;

(g) co-ordination with related College and University procedures, according to the circumstances in a particular case.

Disregarding Terms

11. A student who at any time, for medical reasons, mental or physical, or other grave cause:
   (a) is likely to be or has been prevented from taking a University examination; or
   (b) has missed part of, or has failed or underperformed in, such an examination; may apply under University Regulations either for leave to have terms disregarded for the purposes of academic standing, or for some other relevant examination allowance.

12. College procedures for making applications to the University under clause [11] shall be made in Regulations. The procedures shall provide for:
   (a) guidance on the meaning and practical implications of any application, as set out in or implied by University Regulations;
   (b) administrative arrangements in the College for making applications;
   (c) College decisions on whether to support or withhold support from any application, in particular an application to resume studies after a period of intermission;
   (d) an appeal against any such decision to an Academic Review Committee, under Ordinance C,XII,9.
Student Ordinances

ORDINANCE C,XIV
(depending from Chapters B,VIII and C,VI)

Student Discipline

Obligations of students

1. As provided for in Ordinance B,XXI,8-10, every student shall be deemed to be aware of:
   (a) the Statutes, Ordinances, Regulations and Notices of the College;
   (b) the University Regulations on Discipline.

2. Further to Statute B,VIII, sections 4(a)-(b) and 5(b)-(e) and Statute C,VI, any student whose conduct constitutes or may constitute a breach of any obligation under the Statutes, Ordinances, Regulations or Notices of the College (a ‘disciplinary incident’) may be subject to review and to the imposition of disciplinary sanctions, in accordance with this Ordinance and Regulations made hereunder; provided always that any conduct or situation that falls under the provisions of some other Ordinance shall be dealt with in the first instance in accordance with that Ordinance.

3. For the avoidance of doubt, the College Statutes, Ordinances, Regulations and Notices for students shall apply to any conduct:
   (a) within the precincts, or in or on the property, of the University or any College or any approved foundation or society;
   (b) within the City of Cambridge;
   (c) taking place in the context of any event arranged by or on behalf of the College or the University, or by or on behalf of any student society of the College or the University, wherever it takes place;
   (d) bringing the College into disrepute, wherever it takes place.

Maintenance of College discipline

4. Procedures for maintaining College discipline shall be made in Regulations. In accordance with Statute C,VI,4, the procedures shall provide for:
   (a) practical oversight of College discipline, led by the Dean;
   (b) an initial investigation of any disciplinary incident;
   (c) the range of conditions or sanctions which may be imposed by the Dean and upon whom, following an initial investigation;
   (d) an appeal from any decision of the Dean to a Student Disciplinary Committee, constituted by the Council;
   (e) consideration by a Student Disciplinary Committee of any case referred to it either by:
      (i) the Dean, on the grounds that an appropriate sanction for the incident, if proven, is beyond the Dean’s authority under sub-clause (c); or
      (ii) the Master or the Senior Tutor, in any case where in the Officer’s opinion an investigation by the Dean is inappropriate or unnecessary;
   (f) the range of conditions or sanctions which may be imposed by a Student Disciplinary Committee, and upon whom;
(g) an appeal to a Student Disciplinary Appeal Panel constituted by the Council, against any decision of a Student Disciplinary Committee;
(h) co-ordination with related College and University procedures, and with any actual or potential proceedings under the criminal law.
Student Ordinances

ORDINANCE C,XV
(depending from Chapter C,VI)

Student Complaints

Scope

1. Further to Statute C,VII,5-6, and subject to clauses 2-3, procedures shall be made in Regulations for settling or redressing any complaint raised by a student of the College, either on his or her own behalf or as the nominated representative of a group of College students, respecting any matter of institutional provision by the College, whether academic or non-academic, which directly affects him or her.

2. A complaint regarding the implementation of any College procedure laid down in Ordinances or Regulations may not be raised unless the substance of the complaint falls outside any provisions for an appeal or review under those procedures. In particular, under no circumstances may a complaint be raised on a decision made on the merits of a case by the person or body having authority to make the decision.

3. Matters that fall outside the scope of this Ordinance shall include:
   (a) any matter of academic judgment, as defined by the Office of the Independent Adjudicator (OIA), including judgments concerning academic progress or examination failure;
   (b) any penalty or sanction imposed by any competent person or body under any other Ordinance or Regulation;
   (c) any complaint respecting another, legally independent, institution, in particular the University;
   (d) any personal dispute between students, whether individually or collectively: where a personal dispute falls within the scope of another procedure, such as harassment, discipline or fitness to study, a complaint may be pursued under those procedures;
   (e) any matter falling within the scope of the criminal law, provided that:
      (i) where the matter falls within the scope of another College procedure, such as harassment or disciplinary procedures, and the complainant does not raise a formal complaint with any external agency, it may be pursued under those procedures;
      (ii) where the complainant raises a formal complaint with the police or another external agency, any College procedures shall apply only where and to the extent that the relevant Ordinance or Regulation permits;
   (f) any complaint respecting an outside contractor of the College: such complaint may be raised with the Bursar or other relevant member of College staff;
   (g) any matter of College policy.

Procedures

4. In accordance with Statute C,VII,6, procedures made under clause [1] shall provide for:
   (a) processes for the informal resolution of complaints, led by a College Complaints Officer;
   (b) the range of remedies that would normally be considered and applied under the procedures;
(c) consideration by a Student Complaints Committee constituted by the Council of any case referred to it either by the student or the Complaints Officer;

(d) an external review of any decision of a Student Complaints Committee;

(e) termination of College complaints procedures and the preparation of a ‘Completion of Procedures Letter’ for the purposes of any further complaint made to the Office of the Independent Adjudicator for Students in Higher Education;

(f) co-ordination with related College and University procedures, according to the circumstances in a particular case.
ORDINANCE D,XII
(depending from Chapter B,VIII and Chapters D,II and D,III)

Grants, Awards and Student Support

Trusts and funds

1. Further to Statutes D,II,13 and D,III,12, where the terms of any special trust or designated fund provide for any grant or award to be made to any Fellow or student of the College or any other person, financial Regulations shall specify:
   (a) the eligibility of candidates;
   (b) criteria for the selection of successful candidates, in particular:
       (i) any required standards of academic merit;
       (ii) whether the financial circumstances of candidates shall be taken into consideration, and if so in what manner;
       (iii) any other relevant criteria.
   (c) the nature, amounts, conditions of tenure, duration and payment of any financial benefit charged upon, or any other benefit associated with, the trust or fund;
   (d) the persons by whom, the subjects for which, and the manner in which any grant or award is to be made, and any other matters relating to the administration of the trust or fund.

2. Save where any trust governing a particular fund or any Regulation made under Statute D,II,13 or Statute E,I expressly provides otherwise, the College reserves the right:
   (a) not to make an award from a special trust in a given year, if in the opinion of the Council there is no suitable candidate; and
   (b) to delegate the funds in a special trust, whether for a particular year or years or generally, and the making of awards therefrom, to an appropriate grant-awarding public authority in the UK, including the University.

3. The name of the founder of, or of any person commemorated in, any trust or fund shall normally be attached to any award granted out of it, and shall appear in any announcement concerning such award.

Scholarships, Exhibitions and Prizes

4. Scholarships, Exhibitions and Prizes shall be awarded by the Council in recognition of academic excellence and other forms of student achievement:
   (a) for meritorious performance in University examinations, according to criteria determined by the Council from time to time, whether in Regulations governing a special trust or otherwise; and
   (b) in recognition of achievement in extracurricular activities.

5. Scholars shall normally be admitted to the foundation in the presence of the Master at a formal ceremony held in the Michaelmas Term; provided that a student shall be admitted as a Scholar on no more than one occasion. In exceptional circumstances a Scholar may be admitted to the foundation in his or her absence.
6. The Council shall award such number of Organ or Choral Scholarships, in accordance with such selection procedures, as it shall from time to time determine, whether in Regulations or otherwise. Where there is more than one Organ Scholar, one of them shall be designated the Senior Scholar. An Organ or Choral Scholar shall not by virtue of such Scholarship be a member of the foundation of the College.

7. The tenure of an Organ or Choral Scholarship shall be for one year, renewable for a further year or years subject to satisfactory conduct, diligence and progress. The duties of an Organ or Choral Scholar may be prescribed by Regulation.

Student support

8. Further to Statute B,VIII, sections [7] and [9], and subject to the availability of funding, the College shall provide financial advice and support for students, in respect of:
   (a) access bursaries, based on financial need, to enable eligible students who would otherwise be unable to accept an offer of admission, to do so;
   (b) hardship bursaries, to mitigate financial problems arising after a student has been admitted to the College;
   (c) study awards; and
   (d) grants for extra-curricular activities, such as music and the arts, sport or travel.

Student Awards Committee

9. The Student Awards Committee shall be a standing committee of the Council appointed annually at the Annual Council Meeting. The members shall be the Senior Tutor (Chair), the Admissions Director and the Bursar. The Student Finance Manager (SFM) shall be in attendance and shall act as secretary. The Committee shall make an Annual Report to the Council in the Michaelmas Term.

10. The Committee shall manage the selection of individual students to receive awards, grants or bursaries under clauses 1-2, 4, 6 or 8, in accordance with any applicable Regulations or other relevant policy. The Committee may delegate selection to an appropriate person, or set of persons or body, according to the nature of the award or grant. In particular, it may delegate to the Graduate Tutors, or to the Admissions Committee, or to a suitable set of Fellows comprising Directors of Studies and/or undergraduate Tutors and/or Fellows in the relevant subject(s), or, where appropriate, to the SFM.

11. The SFM shall normally manage the administration of access and hardship funds, and the award of bursaries to students under clause 4(a) or 4(b) based on:
   (a) the priority of respective students’ needs, according to criteria determined from time to time by the Council;
   (b) the amount of support necessary or desirable to respond to each student’s needs;
   (c) available funding in the College.

12. The College reserves the right to withhold payment of any award or grant, in particular any graduate Studentship or any Organ or Choral Scholarship, if the student concerned:
(a) is not discharging the study obligations under Ordinance C,XII,1-3 and Regulations made thereunder; or
(b) in the reasonable opinion of the Student Awards Committee ceases or fails to pursue diligently his or her course of graduate research; or
(c) in any other respect ceases or fails to fulfil any specific conditions upon which the award is held or the grant made.

13. Any student who is dissatisfied with any decision of the Student Awards Committee, including any delegated decision, may raise a complaint under Ordinance C,XV.
Financial obligations

1. Further to Statute D,III,6, every student of the College shall be liable annually for the payment of his or her tuition fees, academic fees and non-academic fees, in accordance with this Ordinance and Regulations made hereunder; and in fulfilment of his or her offer of admission shall submit a financial undertaking to meet such liability.

Tuition fees

2. Tuition fees for undergraduate students shall comprise:
   (a) the University undergraduate tuition fee, as charged in accordance with University Regulations from time to time; and, where applicable
   (b) the College undergraduate tuition fee; as stated in the student’s offer of admission.

3. Tuition fees for graduate students shall comprise:
   (a) the University Composition Fee, as charged under University Regulations from time to time; and, where applicable
   (b) the College tuition fee; as stated in the student’s offer of admission.

Academic fees

4. Academic fees other than tuition fees shall comprise any charges for or relating to any academic services, facilities or expenditures of the College utilised or incurred in the course of a student’s studies, such as field trips, equipment costs, printing costs, or library or computing fines or penalties.

Non-academic fees

5. Non-academic fees shall comprise any charges for or relating to any non-academic services, facilities or expenditures of the College utilised or incurred at any time, such as accommodation or room costs, meals or other catering costs, buttery bills, gymnasium or other sports fees, or disciplinary fines or penalties.

Settlement of financial liabilities

6. Oversight of student finance matters shall be led by the Bursar and managed by the Student Finance Manager (SFM). Procedures for the settlement of financial liabilities shall be made in Regulations, and shall provide for the due and timely payment of all fees by undergraduate and graduate students.
Failure to settle financial liabilities

7. Further to Statutes B,VIII and C,VI, a student who persistently fails to settle his or her financial liabilities shall be in breach of contract, and shall no longer be entitled to the provision of some or any relevant services by the College. Accordingly, the College may determine to withdraw academic and/or non-academic services, as laid down in this Ordinance and Regulations made hereunder.

8. Any withdrawal of services under clause [7] shall be proportionate to the nature and amount of the student’s debt. Accordingly, academic services shall normally be withdrawn only for the non-payment of tuition fees under clauses 2-3 and not for the non-payment of academic and non-academic fees under clauses 4-5; provided always that the College reserves the right to withdraw academic services where the total amount of academic and/or non-academic fees owed is a substantial proportion of a student’s total financial liabilities including both tuition fees and all other items.

9. In accordance with Statute C,IV,4, procedures made in Regulations under clause [7] shall ensure fair and reasonable treatment for all students, taking into account their individual financial circumstances, and shall provide for:
   (a) fair and transparent administrative procedures for the timely settlement of financial liabilities;
   (b) procedures for the control of student debt, including:
      (i) initial management of individual cases, led by the SFM;
      (ii) support mechanisms arranged by the SFM, such as instalment payment plans, practical limits placed upon incurring further liabilities, or applications for hardship bursaries under Ordinance D,XII,8(b);
      (iii) further investigation of persistent debt, by the Bursar;
   (c) the range of academic and non-academic services that may be withdrawn by the Bursar under paragraphs 7-8;
   (d) an appeal against any decision of the Bursar, to a Student Disciplinary Committee constituted by the Council under Ordinance C,IV, acting as a Student Debt Committee;
   (e) consideration by a Student Debt Committee of any case referred to it by the Bursar, on the grounds that action falling outside the Bursar’s authority under sub-clause (c) is likely to be required in the circumstances;
   (f) the range of academic and non-academic services that may be withdrawn by a Student Debt Committee under paragraphs 7-8;
   (g) an appeal against any decision of a Student Debt Committee to a Student Disciplinary Appeal Panel constituted by the Council under Ordinance C,IV, acting as a Student Debt Appeal Panel;
   (h) co-ordination with any related complaint against the College laid by a student under Ordinance C,XV.
REGULATIONS (PROCEDURES)

REGULATION P1

Change of Tripos

1. Further to Ordinance C,XII,4-6, an undergraduate student may, with the consent of the Education Committee or such other committee as the Council appoints for the purpose, be admitted into a course of study other than that for which he or she was admitted to the College.

2. Where a student has previously fulfilled his or her study obligations under Ordinance C,XII,1-3 and Regulation G1, the Committee shall normally consent to a change of course that will enable a student to obtain Honours in Tripos in a combination of subject areas that cannot be achieved without such a change; provided always that the Committee is satisfied that a change of course in accordance with the provisions of this Ordinance is appropriate.

3. The Committee shall not normally consent to a change of Tripos where a student has not fulfilled their study obligations under Ordinance C,XII,1-3 and Regulation G1 in the course for which they were admitted. In particular, the Committee shall not normally consent to a transfer that, under University Regulations, will put a student in standing for an Ordinary and not an Honours degree.

Applications

4. Applications to the Education Committee shall be submitted to the Senior Tutor and shall include:
   (a) a statement from the student indicating the reasons for the proposed change;
   (b) a statement from the Director of Studies in the subject from which the student wishes to transfer, indicating:
      (i) whether they support the application to transfer, with reasons;
      (ii) in particular, whether the student has applied himself or herself diligently to the course of study for which they were admitted;
   (c) a statement from the Director of Studies in the subject into which the student wishes to transfer, indicating:
      (i) whether they support the application to transfer, with reasons;
      (ii) any academic conditions that he or she recommends the Education Committee should place upon any consent;
   (d) a statement from the student’s Tutor, indicating whether he or she supports the application to transfer, with reasons;
   (e) evidence that the student has the consent of any agency funding the course of study for which the student was admitted to the College or that alternative funding has been found to support the proposed new course of study, in particular where the proposed transfer would extend the number of years funding required.

5. Prior to writing the statement required under paragraph 4(c), a Director of Studies may require the student to undertake an aptitude or other similar test.
Decisions

6. The Committee shall normally act by delegated authority to one or more members of the Committee, which shall include the Senior Tutor; provided that the full Committee shall decide any case falling under paragraph [3]. Any decision made under delegated authority shall be reported to the Committee and minuted at its next meeting. The Committee may where appropriate make decisions by circulation.

7. The Committee may take into consideration any factor which it considers relevant, and shall in particular consider:
   (a) the examination record and other evidence of academic diligence and progress of the student;
   (b) the intellectual suitability of the student to study the course proposed, as compared with the normal expectation for the admission of new undergraduates in that subject;
   (c) the relative strength of an application compared with other applications being considered at the same time;
   (d) the capacity of the College to provide Direction of Studies and supervisions in any Tripos into which or from which an application for transfer has been made by any student.

8. The Committee may impose such conditions upon its consent as it thinks fit; in particular, it may set a minimum level of performance in any forthcoming University examinations, or require a student to undertake a preparatory course of study, or to pass a test or tests, set by the relevant Director of Studies, or any other similar condition.

9. The Senior Tutor shall communicate the decision of the Committee as soon as practicable to each student who has applied, and to the relevant Directors of Studies and Tutors.

Appeal

10. A student who is not given consent to change Tripos may appeal to an Academic Review Committee under Ordinance C,XII,6(c) and Regulation P4,21(a), by giving notice in writing to the Senior Tutor within five calendar days of receiving the decision of the Committee.
REGULATION P2

Unsatisfactory Academic Progress

Study warnings

1. Where:
   (a) a student, including a graduate student with a Director of Studies, persistently fails to comply with General Regulation G1, i.e. fails without good cause to attend direction of studies or other academic meetings, or College supervisions, or compulsory University provision, or to participate fully and effectively in them; and
   (b) their Director of Studies reasonably considers that the student is in danger of seriously under-performing his or her academic potential;
the Director of Studies may, after consultation with the student’s Tutor and with the Senior Tutor, give the student a study warning. A study warning may be written or oral and in either case shall be noted on the student’s file.

2. A study warning may only be given to a student if they have previously been notified of the concerns of the Director of Studies, given a clear account of the respects in which their conduct is regarded as unsatisfactory, and given a reasonable opportunity to remedy any failure so notified.

3. The warning shall state that, unless there is sufficient improvement in the student’s compliance with their obligations under General Regulation G1, they are in danger of failing in their examinations; and, where relevant, that a failure to be classed is likely to result in the student being permanently rusticated (see Ordinance B,XXI,5-6).

4. Any study warning issued to a student at any time shall be taken into account by any Academic Review Committee or Academic Appeal Panel at a hearing held under Regulations P3 or P4.

Further review

5. Where the Senior Tutor reasonably considers that a student has failed to fulfil his or her study obligations after receiving a study warning, the Senior Tutor shall send the student a first formal written warning, which shall state:
   (a) the respects in which it is alleged that the student has so failed;
   (b) that the student is in danger of failing their examinations; and where relevant
   (c) that such a failure may result in them being temporarily or permanently rusticated;
   (d) that temporary rustication may adversely affect the student’s standing under University Regulations to complete their, or any other, examinations and course of study, or be admitted to any degree.

6. The first formal written warning shall further state:
   (a) the date, time and place of a meeting which the student shall attend, to be held with the Senior Tutor, a relevant Director of Studies, and the student’s Tutor or, with the
permission of the Senior Tutor, an alternative nominated advocate, such as a SSCSU or CUSU welfare officer;
(b) that the purposes of such meeting are to investigate the reasons for and circumstances of the failure, and to seek agreement between the student and the College on the actions which the student must take to remedy any failure;
(c) what actions, and what academic conditions, the College may require the student to fulfil.

7. The Senior Tutor shall within five calendar days of the meeting held under paragraph [6] send the student a written record of the outcomes of the meeting, including the terms of any agreement reached, any actions agreed by the student or stipulated by the College, and any academic conditions required by the College.

8. The student shall be given a reasonable time to comply with his or her study obligations and with such actions and other academic conditions as were agreed or stipulated under paragraphs 6-7. Where after such reasonable time the Senior Tutor considers that the student continues to fail to comply, he or she shall send the student a second formal written warning, which shall state:
(a) the respects in which the student continues to so fail;
(b) such further actions or academic conditions as the Senior Tutor considers appropriate;
(c) that failure to comply with their study obligations, including in particular any failure to comply with such actions or conditions as were agreed or stipulated under paragraph 6-7, or such further actions as are specified in sub-paragraph (b), may result in the student being temporarily or permanently rusticated;
(d) that temporary rustication may adversely affect the student’s standing under University Regulations to complete their, or any other, examinations and course of study, or be admitted to any degree.

9. Academic conditions which may be imposed include passing a special College examination, set for the purpose. The student shall be given reasonable notice of:
(a) the subject or subjects of the examination;
(b) the form and conduct of the examination(s);
(c) the required pass mark(s).

10. Failure to pass a special College examination shall normally constitute sufficient evidence of a student’s unsatisfactory academic progress in breach of his or her study obligations; and such failure may be taken into account by an Academic Review Committee or Academic Appeal Panel, provided always that the failure is determined or confirmed by an independent examiner who is not a Director of Studies, Tutor or Supervisor of the student.

11. Where, in the opinion of the Senior Tutor, a student fails to comply adequately, and within a reasonable period, with the terms of a second written warning the Council shall as soon as practicable appoint an Academic Review Committee under Ordinance P3.

Third Class Honours
12. The award of Third Class Honours in any classed University examination, or any equivalent University award, shall normally constitute sufficient evidence of a student’s unsatisfactory academic progress in breach of his or her study obligations. Paragraphs 5-7 shall apply to any student who is awarded a Third Class, or equivalent, and his or her progress shall be monitored in the following academic year in the light of such actions and other academic conditions as were agreed or stipulated in the written record made under paragraph [6].

Examination failure

13. Any student who, in any University examination for which he or she is a candidate:
   (a) fails to obtain Honours; or
   (b) fails to achieve a pass in a compulsory examination for a postgraduate qualification; or
   (c) for any other reason consequent upon such a failure, loses standing to proceed to an Honours degree or postgraduate qualification;
   shall be permanently rusticated unless, in the opinion of the Senior Tutor in consultation with the relevant Director(s) of Studies and Tutor(s), there is sufficient reason in the circumstances either:
   (i) to permit a student to apply to change their course of study, under Ordinance C,XII,4-6 and Regulation P1; or
   (ii) for the College to support an application by the student to the University for leave to disregard terms (intermission) or for some other examination allowance, under Ordinance C,XIII,11-12 and Regulation P8.

14. A student may appeal to an Academic Review Committee under Ordinance C,XII,6(c) and Regulation P3,21(a) or (d), against any decision not to permit an application to change course or not to support an application to intermit, by giving notice in writing to the Senior Tutor within five calendar days of receiving the decision of the Committee.

Relationship with other College procedures

15. At any time before the Council appoints an Academic Review Committee under paragraph [11], and in particular as part of the outcomes of the meeting held under paragraph [6], either the student or the Senior Tutor, as appropriate, may initiate College procedures for:
   (a) a change of Tripos or other course, under Ordinance C,XII,4-6 and Regulation P1;
   (b) a review of reasonable adjustments for a student with a disability, under Ordinance C,XIII,1-4 and Regulation P5;
   (c) a review of fitness to study, under Ordinance C,XIII,8-10 and Regulation P7;
   (d) an application for leave to disregard terms (intermission), under Ordinance C,XIII,11-12 and Regulation P8.

16. Where an alternative College procedure is initiated under paragraph [15], the Senior Tutor shall decide whether to continue or discontinue the procedures under this Ordinance; provided that proceedings for unsatisfactory performance under Ordinance C,XII,7-9 and Regulation P3 shall not normally be pursued in conjunction with any review of reasonable adjustments for disability or fitness to study, or any application for intermission.
CONSTITUTION

1. Further to Ordinance C, XII, 8(c), an Academic Review Committee shall be an ad hoc committee of the Council appointed under Statute C, Chapter VI, 4, following a referral by the Senior Tutor under Regulation P2, 11.

2. A Committee shall be composed of the following members:
   (a) ex officio, the Master or a deputy nominated by the Master, who shall normally be the Vice-Master;
   (b) at least two Fellows who are either Tutors or Directors of Studies, nominated on a case by case basis by the Council, provided that a Tutor or Director of Studies may not be nominated for any case:
      (i) concerning one of their students;
      (ii) where the Tutor has accompanied the student at the review meeting held under Regulation P2, 6;
   (c) up to one further member, nominated at the discretion of the Senior Tutor on a case by case basis, such as but not limited to, a member or previous member of the University Counselling Service, or the Disability Resource Centre, or the University Applications Committee.

3. The Master, or their deputy, shall be Chair.

4. There shall be a quorum of three, which shall include the Chair. In any case where it is not otherwise practicable to establish a quorum, or in any other exceptional circumstances as determined by the Chair, a member of the Committee other than the Chair may participate remotely in any meeting, via telephone, video or other electronic link.

5. Decisions shall be taken by a simple majority, and, where necessary, the Chair shall have a casting vote.

6. The administrative Secretary shall be the Senior Tutor, who may nominate a member of staff to assist. The Secretary shall have responsibility for convening meetings, delivering notices, and for ensuring that a full record is made of the Committee’s proceedings, including in particular an account of the issues raised, any evidence presented, and the Committee’s decisions and reasons.

7. A Committee shall be appointed and meet as necessary, as provided for under this Regulation. It may regulate its own proceedings, provided that it shall seek to ensure that all cases are dealt with fairly and expeditiously, according to the nature and circumstances of each case. It may vary the following provisions of this Regulation only where it is fair to do so and by giving reasonable notice to all parties.

Jurisdiction: unsatisfactory academic progress
8. An Academic Review Committee shall have jurisdiction to hear and determine any case concerning unsatisfactory academic progress arising under Statute B,VIII,5-6 and Ordinance C,XII,8(c)-(d).

Meetings

9. Where a Committee is appointed under Regulation P2,11, notice shall be given to the student concerned at least five calendar days in advance of the first meeting. Any notice to a student under this Regulation shall be given either orally including by telephone, or in writing, either to the student’s College pigeonhole or by post to their address as registered with the College, or by email to a student’s University email address. Proof of notice having been given in accordance with this paragraph shall constitute sufficient proof that the student has been duly notified of the meeting.

10. The student shall attend in person unless they:
   (a) notifies the Secretary at least five calendar days in advance of his or her absence; and
   (b) provides reasonable cause for such absence.
   In such case, the Secretary shall arrange an alternative date, and notify the student accordingly.

11. The Committee may proceed with the meeting, and reach a decision, in the absence of any student who is in breach of paragraph [10]. Such breach shall constitute a disciplinary offence which may be dealt with accordingly, under Ordinances and Regulations.

12. The student may be represented at any meeting by:
   (a) his or her Tutor, or another Fellow of the College chosen by the student; or
   (b) a friend or adviser, who shall be a resident member of the University such as an officer of SSCSU or CUSU, or a member of staff of the University such as a member of the Student Advice Service or the Disability Resource Centre.
   The student shall notify the Secretary of any representative at least two calendar days in advance of the meeting.

13. A copy of the notice sent under paragraph [9] shall be sent to the student’s Director of Studies and Tutor, who shall each be invited to submit an open written report to the Committee.

14. At least five calendar days in advance of the meeting the Secretary shall circulate to members of the Committee and to the student and any representative:
   (a) a copy of the relevant provisions of the College Statutes, Ordinances and Regulations;
   (b) copies of such written evidence as is available, comprising, inter alia:
       (i) University or College examination results;
       (ii) supervision reports;
       (iii) director(s) of studies report(s);
       (iv) tutor(s) report(s);
       (v) written warnings, if any;
       (vi) records from any meeting held at any time under Regulation P2;
records from any formal meeting held at any time under Regulation P7, respecting a student’s fitness to study;
(viii) records from any meeting held at any time under Regulation P8, respecting any application for an allowance for University examinations;
(ix) any submissions in writing from the student or his or her representative.

15. Witnesses, in addition to the student and their Director of Studies and Tutor, may be called by the Chair to attend the meeting and to answer questions from the Committee or the student.

16. The student, and any representative, may examine any witness and may make oral submissions to the Committee on any issue raised by the evidence or relevant to the Committee’s decisions.

17. The Committee shall conduct its deliberations in private. It shall consider the academic progress of the student and may make any one or more of the following decisions:
   (a) no further action should be taken on the present facts;
   (b) recommend, even if already considered and rejected as an option either by the student or by the Senior Tutor, that College procedures should be initiated for:
      (i) a change of Tripos or other course, under Regulation P1;
      (ii) a review of reasonable adjustments for a student with a disability, under Regulation P5;
      (iii) a review of fitness to study, under Regulation P7;
      (iv) an application for leave to disregard terms (intermission), under Regulation P8;
   (c) impose academic conditions upon the student’s permission to remain in or return into residence, which are appropriate to the fulfilment of his or her study obligations;
   (d) impose non-academic conditions upon the student’s permission to remain in or return into residence, where in the opinion of the Committee such conditions are necessary or desirable for fulfilling his or her study obligations;
   (e) suspend or remove the student from any Scholarship, Studentship or other financial award made for academic merit that he or she holds;
   (f) rusticate the student temporarily, with or without the imposition of academic or non-academic conditions upon his or her return into residence (see Ordinance B,XXI,5-6);
   (g) rusticate the student permanently.

18. A record of the decisions and reasons of the Committee, together with notice of the student’s right to appeal under paragraph [19], shall be sent as soon as practicable to:
   (a) the student concerned;
   (b) any representative, provided that he or she has been nominated by the student to receive such notice;
   (c) the student’s Director of Studies and Tutor.

Appeal

19. A student may appeal to an Academic Appeal Panel under Ordinance C,XII,8(e) and Regulation P4 against any decision of an Academic Review Committee by giving notice in
writing to the Senior Tutor within seven calendar days of being notified of the Committee’s decisions.

**Failure to comply with conditions**

20. Where a student fails, in the opinion of the Senior Tutor, to comply adequately and within a reasonable period with any conditions imposed by the Committee under paragraph [17], or with any further, alternative or amended conditions imposed by an Academic Appeal Panel under Regulation P4, the Senior Tutor may refer the student back to an Academic Review Committee for further consideration under this Ordinance. In the interests of fairness and expedition, the Committee shall have power to vary the normal provisions respecting meetings.

**Jurisdiction: appeals on other academic decisions**

21. Under Ordinance C,XII,9, an Academic Review Committee shall have jurisdiction to hear and determine appeals from any decision concerning:
   (a) change of Tripos or other course of study (Regulations P1,10 and P2,14);
   (b) reasonable adjustments to College provision for a student with a disability (Regulation P5,13);
   (c) fitness to study (Regulation P7,47);
   (d) applications to the University for examination or other allowances, such as leave to disregard terms (Regulations P2,14 and P8,26).

22. Where an appeal is against a decision made under Regulation P1, P5, P7 or P8, and those procedures were initiated following a decision of an Academic Review Committee or Academic Appeal Panel, under paragraph 17(b), to recommend the use of alternative procedures, no member of the Committee which heard the case for unsatisfactory academic progress shall be a member of the Committee which hears the appeal.

23. An appeal hearing under paragraph [21] shall comprise a re-consideration of the issue(s) appealed. The Review Committee shall take into account all written materials considered by or created at the earlier hearing for the purposes of the decision appealed. A Review Committee may make any decision that a person or body has power to make under the relevant Ordinance and its decision shall be final.
REGULATION P4

**Academic Appeal Panel**

*Constitution*

1. Further to Ordinance C,XII,8(e), an Academic Appeal Panel shall be an *ad hoc* committee of the Council appointed under Statute C, Chapter VI,4, following an appeal under Regulation P3,19. The Council shall nominate annually a panel of three Fellows who are members of the Governing Body, from whom the Council shall appoint the Chair of any Appeal Panel, as necessary. The Chair shall appoint two further Fellows who are members of the Governing Body to act on the Panel for the purposes of the given appeal.

2. The following rules shall apply to the composition of any Academic Appeal Panel:
   (a) the Senior Tutor may not be a member;
   (b) no other *ex officio* member of the Council may be a member;
   (c) no Fellow may be a member where they have at any time been the Director of Studies, supervisor or Tutor of the student concerned, or served on the Academic Review Committee whose decision is being appealed, or who has otherwise been involved in the conduct of the case at an earlier stage, or who would for any other reason be under a conflict of interest;
   (d) the student appealing may make a single request, without giving any reason, that a Fellow is removed from the Panel and an alternative Fellow appointed.

3. Decisions shall be taken by a simple majority, and, where necessary, the Chair shall have a casting vote.

4. The Secretary shall be the Senior Tutor, who may nominate a member of staff to act as administrative secretary. The Secretary shall ensure that a full record is made of all meetings of the Panel, including in particular an account of the issues raised, any new evidence presented, and the conclusions reached, with the Panel’s reasons.

5. A Panel shall be appointed and meet as necessary, as provided for under this Regulation. It may regulate its own proceedings, provided that it shall seek to ensure that all cases are dealt with fairly and expeditiously, according to the nature and circumstances of each case. It may vary the following provisions of this Regulation only where it is fair to do so and by giving reasonable notice to all parties.

*Jurisdiction*

6. An Academic Appeal Panel shall have jurisdiction to hear and determine any appeal from any decision of an Academic Review Committee made under Regulation P3,17. An appeal hearing shall comprise a re-consideration of the decision(s) appealed under paragraph 7(a). The Panel may impose any penalty that an Academic Review Committee may impose under Regulation P3,17.

*Notice of appeal*
7. Notice of appeal under Regulation P3,19 shall contain a statement of:
   (a) the decision(s) appealed;
   (b) the issue(s) which the student intends to raise before the Panel; and
   (c) any written evidence which the student intends to submit to the Panel; provided always that evidence may not be submitted without the consent of the Chair, unless it was not available at the date of the hearing before the Academic Review Committee.

8. Where an appeal is lodged, the Senior Tutor shall inform the student of the right under paragraph 2(d) to request that a Fellow’s name is removed from the Panel, and of the date by which any request must be submitted to the Secretary.

Meetings

9. Paragraphs 9-12 of Regulation P3 shall apply to meetings of an Appeal Panel under this Regulation.

10. The Panel shall be provided with copies of all formal written materials supplied to or created by the Academic Review Committee under Regulation P3.

11. The student, and their representative, if any, may make submissions on the issues raised and any evidence submitted under paragraphs 7(b) and 7(c), and the Senior Tutor may respond.

12. The Appeal Panel shall conduct its deliberations in private. The Panel may make any decision that an Academic Review Committee has authority to make under Regulation P3,17, and its decision shall be final.

13. A record of the Panel’s decisions and reasons shall be sent by the Secretary as soon as practicable to:
   (a) the Chair of the Academic Review Committee;
   (b) the student concerned;
   (c) any representative, provided that they have been nominated by the student to receive such notice;
   (d) the student’s Director of Studies and Tutor.

Failure to comply with conditions

14. Where a student fails, in the opinion of the Senior Tutor, to comply adequately and within a reasonable period with any conditions imposed by the Panel under paragraph [12], Regulation P3,20 shall apply.
REGULATION P5

Equal Opportunities: Reasonable Adjustments

Disclosure of disability

1. Further to Ordinance C,XIII, the procedures under this Regulation shall not apply unless and until a student discloses to the College a disability which falls within Ordinance C,XIII,3. A disclosure of disability may be made at any time and shall be made directly to the College.

2. A disclosure to the University Disability Resource Centre (DRC) shall be treated as a disclosure to the College only where a Student Support Document (SSD) or other recommendation issued by the DRC is received by the Senior Tutor, either from the DRC or from the student concerned. Receipt of an SSD or other recommendation shall be acknowledged by the Senior Tutor, in writing, both to the DRC and to the student concerned. The student concerned shall not assume that a relevant disclosure has effectively been made unless and until he or she receives such an acknowledgement.

3. Where no SSD or other recommendation is issued by the DRC, the College shall treat a disclosure as having been made only where the Senior Tutor is informed of the disability by the student concerned. The Senior Tutor shall acknowledge every such disclosure, in writing, to the student concerned. The student concerned shall not assume that a relevant disclosure has effectively been made unless and until they receive such an acknowledgement.

4. A disclosure under paragraph [3] may be made on the student’s behalf by any member of the Pastoral Team, or the student’s Director of Studies or Supervisor. The Senior Tutor may consider that a relevant disclosure has been made in the course of a review for unsatisfactory academic progress conducted under Ordinance C,XII,7-9 and Regulations P2-P4, or during any Stage of the fitness to study procedures conducted under Ordinance C,XIII and Regulation P7. In any such case, the Senior Tutor shall inform the student concerned in writing.

5. Where a disclosure is treated as having been made under paragraphs [3] or [4], the College has a legal duty to ensure that all relevant parties in the collegiate University are so far as possible made aware of the disclosure, so that they may consider whether any support arrangements are required on their own part. Accordingly, the Senior Tutor shall seek the written consent of the student concerned for relevant information to be shared with the DRC. Where consent is refused, the College shall inform the DRC that a disclosure of disability has been made but that no consent to share any relevant information, including the name of the student, has been given.

Assessments

6. Where any disclosure of a disability is made under paragraphs 2-4, a Disability Group, comprising the Senior Tutor, Chaplain and Bursar, shall have responsibility for determining what adjustments, if any, to the normal practices of the College are reasonably required, in
order to fulfil the duty of the College under Ordinance C,XIII,1-2 to ensure that the student does not suffer a substantial disadvantage. It shall not be a pre-condition for making a determination that the student first makes any specific request.

7. For the purposes of paragraph [6], the Disability Group shall normally request the DRC to make an assessment in the case and to issue an SSD as soon as practicable. Exceptionally, where either:
   (a) the student concerned refuses consent for information to be shared with the DRC; or;
   (b) the DRC declines to issue an SSD (which shall not be the same as issuing an SSD recommending that no adjustments are required);
the Disability Group shall consult as widely as practicable, including the student concerned, the student’s Tutor and Director of Studies, the College Nurse, and, so far as possible, the DRC, in order to make an assessment under paragraphs 9-10.

Reasonable adjustments

8. Any adjustments recommended by the DRC in an SSD shall normally be implemented; provided that where a recommendation is, in the opinion of the Disability Group, applying the criteria in paragraph [9], not a reasonable one for the College to be required to make, the College reserves the right not to implement it.

9. Any assessment by the Disability Group shall comprise a consideration of all the relevant circumstances; in particular:
   (a) the effectiveness of any proposed adjustment in removing the identified disadvantage;
   (b) any relevant health and safety matters;
   (c) the effect of any adjustment on the teaching and learning environment of other students;
   (d) the proportionality of the financial costs to the College;
   (e) whether any University guidelines on reasonable adjustments should be applied by analogy.

10. Adjustments which may reasonably be required to ensure that a student may participate in student life shall include changes to:
   (a) any physical features of the College that affect the student concerned in their studies, such as access to library material;
   (b) the provision of teaching and learning resources, such as materials in accessible physical or digital formats or permission to audio record supervisions;
   (c) the modes of academic assessment of the student carried out by or for the College, such as alternative formats, use of a computer, additional time, or supervised rest breaks, for College supervision work or examinations;
   (d) any physical features of the College that affect the student concerned in their use of accommodation, catering & social facilities

11. The College shall not, as a matter of making reasonable adjustments under this Regulation, adjust any standard of academic competence that the College normally applies to students on the course to which a student with a disability has been admitted, unless that standard of competence is itself discriminatory.
12. The Senior Tutor and other members of the Pastoral Team, and/or the student’s Director of Studies, shall:
(a) ensure the expeditious implementation of any reasonable adjustments determined under paragraphs 6-10;
(b) keep the situation under continuous review; and
(c) make further or alternative adjustments in accordance with this Regulation, if and when necessary.

Appeal

13. A student may appeal to an Academic Review Committee, under Ordinance C,XIII,4(d) and Regulation P3,21(b), against any decision to make, or not to make, reasonable adjustments under paragraphs 6-10, by giving notice in writing to the Senior Tutor within 14 calendar days of being notified of the decision.

Relationship with University procedures

14. Where reasonable adjustments to its provision are made by the University for a student of the College with a disability, appropriate members of the College Pastoral Team shall, insofar as practicable:
(a) keep the situation under continuous review;
(b) seek to ensure that the adjustments are properly implemented by the University;
(c) inform the DRC and the relevant Faculty or Department if and where the circumstances of the student change.

15. Where:
(a) a Faculty or Department decides that a recommendation of the DRC is not a reasonable one for the University to be required to make; or
(b) a student considers that adjustments made by the University are insufficient to address their specific disadvantage; or
(c) a student is not satisfied that adjustments recommended by the DRC have been properly implemented by the University;
the student has a right under University procedures to initiate a review of the relevant decisions by the University Education Committee.

16. Where a student considers that:
(a) the standard modes of assessment for their University examinations; together with
(b) any special arrangements normally permitted by the Board of Examinations;
would not alleviate the substantial disadvantage flowing from their disability, and would not permit a proper demonstration of the requisite knowledge and skills required by their course, the student has a right under University procedures to apply to the Board of Examinations for consent that he or she is assessed by alternative means.

17. Where a student makes an application to the University Education Committee or Board of Examinations, as set out in paragraphs [15] and [16], the College shall:
(a) ensure that the student is given appropriate pastoral support while participating in the University procedures; but
(b) reserve the right not to support the substance of an application which it considers inappropriate.

18. Pastoral support under paragraph 17(a) for the purposes of an application set out in paragraph [16] shall normally include:
(a) advising the student on the University criteria for consent to alternative assessment, and the application of the criteria to the student;
(b) liaison with the DRC to consider possible alternative models of assessment;
(c) informal consultation with the Secretary to the Board of Examinations;
(d) support at any case conference arranged by the Board;
(e) where appropriate, submission of a formal request to the Secretary to the Board, which shall include:
   (i) medical evidence and/or an assessment from an appropriate expert;
   (ii) a statement of the preferred alternative method of assessment.
Harassment and Sexual Misconduct

1. Further to Ordinance C, XIII, 5, harassment shall comprise unwanted and unwarranted behaviour, which is:
   (a) directed towards another person, relating, in particular, to their:
       (i) physical, including sexual, autonomy or integrity;
       (ii) race or ethnicity; or
       (iii) gender, sexuality or sexual identity, whether actual or as perceived by others;
       (iv) disability, either mental or physical;
       (v) religious, philosophical or political beliefs, or lack of such beliefs;
       (vi) social or economic background or characteristics;
       (vii) personal circumstances, such as financial circumstances;
   and
   (b) reasonably likely to have the effect of:
       (i) violating the dignity of that person; or
       (ii) creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

2. Harassment may be committed whether or not the behaviour is intended to have the effect proscribed in paragraph 1(b), or is committed while subject to the effects of alcohol or other mind-altering substances.

3. Harassment may be committed by:
   (a) a single act or by a series of acts or by engaging in a mode of conduct;
   (b) any means, physical or psychological, and shall include:
       (i) digital means such as the misuse, interception or disruption of telephone, mail and email communications, and the misuse of social media sites;
       (ii) verbal including written abuse, ranging, for example, from ridicule to threats of physical attack, or to suggestive or compromising invitations;
       (iii) physical behaviour, such as displays of abusive or indecent material, stalking, inappropriate physical contact, or assault including sexual assault.

4. Harassment may result in or amount to the commission of a criminal offence; in particular, harassment of a sexual nature may comprise a sexual assault or rape. In any case where a criminal offence has prima facie been committed, paragraphs 34-44 shall apply.

Application of these procedures

5. Further to Ordinance C, XIII, 6-7, this Regulation shall apply where any student (‘the complainant’) raises a complaint of harassment, including sexual misconduct, against another person (‘the respondent’) who is a student, Fellow or member of staff of the
College. Complaints may be raised by more than one complainant against one or more respondents, in respect of the same events.

6. In respect of any respondent who is a student (and not a Fellow or member of staff) the following shall apply:
   (a) where the complaint is of sexual misconduct, it may be raised either under this Regulation or under the University procedures for harassment and sexual misconduct, and the latter course is recommended;
   (b) where there is more than one respondent and they include students both of the College and of another college or colleges, the complaint may be raised either under this Regulation or under University procedures;
   (c) where the respondent is not a member of the College, the complaint may be raised either under University procedures or those of the respondent’s college, provided that such college so permits;
   (d) where the respondent is a member of a University club or society for students and the behaviour complained of occurred in the context of the club or society’s activities, the complaint may only be raised under University procedures, whether or not the respondent is a member of the College.

7. A complainant may not normally pursue a complaint under more than one set of procedures, whether College or University procedures and whether concurrently or sequentially.

8. A student from another college may raise a complaint under this Regulation by contacting the Senior Tutor; in any such case:
   (a) the complainant shall agree to abide by the terms of this Regulation, modified only where and to the extent necessary, as determined by the Senior Tutor, as if they were a student of the College;
   (b) the Senior Tutor shall refer the complainant to a member of the College Anti-Harassment Officers (CA-HOs), under paragraph [13];
   (c) subject to paragraph [11], the Senior Tutor shall keep the Senior Tutor of the complainant’s college informed, and shall liaise with them, as necessary or desirable, during the course of any proceedings.

9. The procedures under this Regulation shall be interpreted and applied as conflict resolution procedures between the complainant and the respondent, and shall not constitute disciplinary procedures against the respondent. Both the complaint and the respondent shall have the benefit of these resolution procedures, and no penalty may be imposed on either party under this Regulation; provided always that:
   (a) any agreement between the parties, any individual undertaking by either party, and any formal recommendation by an Adjudicator, may be enforced in accordance with this Regulation, in particular by referring a party to further College procedures; and
   (b) in any case where a criminal offence has prima facie been committed, a case may be referred to other College or University procedures, or to the police, under paragraphs 41-44.
10. A complaint under this Regulation may be withdrawn at any time, and any proceedings shall thereupon be discontinued, provided that:
   (a) where Stage Three, under paragraphs 21-31, has been initiated any withdrawal shall be made in writing to the Senior Tutor; and
   (b) the College may nonetheless refer the case for consideration under any other relevant procedure.

Confidentiality

11. The College, including all members and all members of staff, shall normally treat any complaint of harassment in confidence at all stages of these procedures; provided always that the College reserves the right to disclose confidential information in exceptional circumstances, such as, in particular, for addressing a *prima facie* criminal offence under paragraphs 43-44.

12. Any member or member of staff of the College, including any complainant or respondent, who inappropriately discloses the nature of a complaint, the identity of the persons involved, or any information acquired during proceedings under this Regulation, shall commit a disciplinary offence and shall be referred to the appropriate disciplinary procedures.

Stage One – facilitated resolution

13. A complainant shall raise any complaint with a member of the College Anti-Harassment Officers (CA-HOs), whose names shall be published annually on the College website. The CA-HO shall provide information, advice and support to the complainant, in particular, advice on the application of University procedures, in accordance with paragraph [6]; and, where appropriate, shall use their best endeavours to facilitate a change in the relevant circumstances such as to resolve the complaint (Stage One).

14. Where the CA-HO reasonably considers that, for the purposes of conducting a fair and expeditious enquiry, or for facilitating a resolution, it is necessary to reveal the identity of the complainant, or the nature of the complaint, to the respondent or to some other person, the complainant shall be informed in advance and their consent sought. Where consent is refused, the complaint shall be treated as withdrawn.

Stage Two – mediated resolution

15. Where the CA-HO or the complainant considers that a facilitated resolution under paragraph [13] is not practically attainable, the CA-HO shall seek to mediate discussions between the complainant and the respondent, whether face to face or otherwise, so as to resolve the complaint in terms acceptable to the CA-HO and agreed or individually undertaken by both parties (Stage Two).

16. No mediation shall be undertaken unless:
   (a) the complainant gives consent that the respondent is informed of the complaint; and
   (b) the complaint is not, in the opinion of the CA-HO a stale complaint.
The CA-HO may consider that a complaint has lapsed where, in his or her opinion, a substantial period of time has elapsed since the last of the acts or conduct complained of, such that it is unreasonable to allow the complainant to pursue the complaint at Stage Two.

17. The CA-HO shall propose such remedial action, to be taken either by the respondent and/or by the complainant, as they think appropriate and likely to be effective in the circumstances.

18. Remedial action which may be proposed for a student respondent includes:
(a) a verbal or written apology;
(b) donation to a charity;
(c) community service;
(d) restricted use of certain privileges, such as attendance at the College bar, or other social functions, including participation in the activities of a College club or society;
(e) attendance at a relevant educational event or awareness training session;
(f) a conduct agreement, which may include an undertaking to change College accommodation;
(g) an application to the University for intermission, under Ordinance C,XIII,11-12 and Regulation P8.

19. Remedial action which may be proposed for a respondent who is a Fellow or member of staff includes:
(a) a verbal or written apology;
(b) donation to a charity;
(c) attendance at a relevant educational event or awareness training session;
(d) a change to the complainant’s Supervisor or Director of Studies;
(e) an alteration to the working practices of a member of staff.

20. Where:
(a) the CA-HO considers that a mediated agreement is not practically attainable; or
(b) either the respondent or the complainant fails to comply within a reasonable time with, or breaches, any agreement or individual undertaking;
the Senior Tutor shall refer the case to Stage Three, unless the complaint is previously withdrawn.

Stage Three – formal adjudication

21. Stage Three shall be initiated where either:
(a) the Senior Tutor refers a case under paragraph [20]; or
(b) a student raises a complaint under paragraph [41].

22. Where Stage Three is initiated, the Senior Tutor shall appoint a suitable person to make formal recommendations. An Adjudicator shall normally be a Fellow of the College, and shall not be the Tutor, Director of Studies or a supervisor of the complainant, or of any respondent who is a student. Where the respondent is a Fellow of the College, the Adjudicator shall be a Fellow of another College. No person who has been involved in the
circumstances giving rise to the complaint, or who for any other cause would be under a conflict of interest, shall be appointed as Adjudicator.

23. The complainant and the respondent may each challenge for good cause the appointment of any Fellow appointed as Adjudicator. Any challenge shall be made in writing to the Senior Tutor within five calendar days of being notified of the appointment, stating the grounds. The Senior Tutor shall consider the grounds for the challenge and may but need not appoint an alternative person. Any third appointment shall stand.

24. The complainant shall provide the Adjudicator with a formal written complaint, stating the specific allegations made against the respondent. The written complaint may not introduce any allegation other than those that were considered at Stages One and Two, except with the consent of the Adjudicator. Where no written complaint is provided within three months from the date of the behaviour complained of the complaint shall normally be treated as withdrawn. The respondent may respond in writing within a period set by the Adjudicator.

25. The Adjudicator, the complainant and the respondent shall, in addition to copies of the written complaint and any response under paragraph [24], be provided with copies of any other relevant written material, redacted as appropriate.

26. The Adjudicator shall regulate the formal proceedings, which may include one or more meetings, provided that he or she shall seek to ensure that the case is dealt with fairly and expeditiously, according to the nature and circumstances of the case. All arrangements shall be communicated in writing to the complainant and the respondent.

27. The complainant and the respondent may each be supported at any meeting by a suitable member of the College, who may but need not be the CA-HO who acted at Stages One and Two or some other CA-HO.

28. Where the Adjudicator considers that the complaint is unfounded no remedial action shall be recommended. Where the Adjudicator considers that the complaint was frivolous, vexatious or malicious, the complainant shall be referred to the College fitness to study or disciplinary procedures.

29. Where the Adjudicator considers that the complaint is well founded in whole or in part, they shall formally recommend remedial action, in accordance with paragraphs [17] and [18] or [19]. The Adjudicator may also refer a student respondent to the College fitness to study procedures under Ordinance C,XIII,8-10, and any respondent to the relevant disciplinary procedures for students, Fellows or staff.

30. The recommendations of the Adjudicator, with their reasons, shall be given in writing as soon as practicable, and no later than seven calendar days after the meeting. A copy shall be sent to the complainant, the respondent, any representative and the Senior Tutor. Where the respondent is a student, a copy shall be placed on their College file. Where the respondent is a Fellow or member of staff of the College, a copy shall be sent to the Bursar, who shall place a copy on their College file.
31. Where the respondent or the complainant fails to comply within a reasonable time with, or breaches, any formal recommendation, the Senior Tutor shall refer them to the relevant College fitness to study or disciplinary procedures.

Further review by the OIA

32. At the conclusion of Stage Three the College shall write a ‘Completion of Procedures Letter’ for the purposes of any request to the Office of the Independent Adjudicator (OIA). The letter shall set out the issues that have been considered at each stage, and the decisions and reasons therefor.

33. The College shall inform the complainant and any student respondent of:
   (a) the right to request the OIA to conduct a review of any complaint which has not been upheld;
   (b) the time limits and procedures set by the OIA; and
   (c) where and how to find further help or support for any application.

Criminal offences – safeguarding measures

34. Where a student makes a complaint of harassment or sexual misconduct under paragraph 5, and the behaviour complained of constitutes, *prima facie*, a criminal offence, the safeguarding procedures under paragraphs 36-44 shall apply for the benefit of the complainant and, as appropriate, for the respondent where they are a student. Where the respondent is a Fellow or a member of staff, the safeguarding procedures shall be adapted to the circumstances; in particular, the precautionary measures and advice under paragraphs 37-40 shall normally be replaced by suspension, and the right to legal representation, in accordance with Fellows’ or staff disciplinary procedures.

35. The first person having authority in the College to whom a complaint falling within paragraph [34] is made, such as a Porter or a member of the Pastoral Team, shall immediately inform the Senior Tutor, who shall thereupon initiate the College safeguarding measures.

Scope

36. Safeguarding measures shall ensure:
   (a) practical and pastoral support, both immediate and longer-term;
   (b) an initial investigation of the complaint by an appropriately trained CA-HO, or other suitable person, in place of Stages One and Two of this Regulation;
   (c) the preservation of any evidence which might be relevant to any future criminal prosecution;
   (d) continuation of the educational, social and other services of the College, where possible without substantial change to the parties’ normal arrangements;
   (e) where necessary, precautionary measures, under paragraphs 37-38;
   (f) the provision of general information and advice, including relevant expert advice where appropriate, on the:
(i) impact on each party of any precautionary measures under paragraphs 37-38;
(ii) formal position of the respondent, under paragraphs 39-40;
(iii) implications for each party of the complainant raising or not raising a formal
     complaint under paragraphs 41-42, and of choosing which set of procedures.

Precautionary measures

37. For the purposes of minimising the risk that the future acts or conduct of either party might
give occasion to a further connected complaint, in particular, behaviour of a similar
seriousness, the Senior Tutor shall have power to exclude either party from:
(a) any part or parts of the College buildings or grounds, including specified residential
    accommodation, other than the main College site;
(b) the use or enjoyment of specified College facilities, including where necessary teaching
    or learning facilities;
(c) any part or part of the University Precincts or the use or enjoyment of specified
    University facilities, including where necessary teaching or learning facilities.

38. Any restrictions imposed under paragraph [37] shall be subject to regular review, at
intervals of not more than one month. Any affected student may appeal to the Master, who
shall determine the matter as expeditiously as possible. Restrictions shall remain in place
pending the outcome of any such appeal.

Precautionary advice

39. Where the respondent is requested to attend an interview for the purposes of an
investigation under paragraph 36(b), he or she shall, with adequate practical notice, be:
(a) provided with sufficient information to understand the nature of the complaint, and
   with full details of the behaviour alleged;
(b) advised that he or she does not have to say anything at the interview, and that no
   adverse inferences shall be drawn from not attending the interview or not participating
   in the investigation;
(c) informed that he or she is entitled to seek independent legal advice prior to attending.

40. The respondent shall be advised that the College may be required to provide as evidence, in
any subsequent criminal investigation or court proceedings, any information gained by the
College in the course of any proceedings at any Stage under this Regulation; including
information or admissions provided confidentially, and information gained during the
course of any other College proceedings such as fitness to study or discipline.

Initiation of formal proceedings

41. Subject to paragraphs 43-44, it shall normally be the exclusive right of the complainant to
determine whether any formal complaint falling within paragraph [34] is raised at all, and, if
so, whether it is raised under:
(a) Stage Three of this Regulation;
(b) the relevant College disciplinary procedures;
(c) University procedures for harassment and sexual misconduct by students;
(d) the relevant University disciplinary procedures, according to the status of the respondent;
(e) police criminal procedures;
provided always that:
   (i) paragraphs 6-7 shall apply in all cases;
   (ii) any complaint raised under College or University procedures shall comply with the applicable time-limits.

42. The complainant may make a formal complaint of a criminal offence to the police at any time, whether or not a complaint has been raised under College or University procedures. In such case, College or University proceedings may be postponed or suspended, pending the outcome of the police investigation, according to the provisions of the relevant procedures; in particular, proceedings under this Regulation shall normally be suspended, other than any precautionary measures under paragraphs 37-38.

43. In view of its general duty of care to all its members, employees and visitors, including the legislative duties for health and safety, mental health, equality and non-discrimination, the College reserves the right:
   (a) to initiate College or University disciplinary or fitness to study procedures in respect of any student against whom a prima facie criminal offence is alleged; and/or
   (b) in exceptional circumstances, to report a prima facie criminal offence to the police or other external agency; without the consent of the complainant.

44. The College shall exercise its rights under paragraph [43] only where the College reasonably considers that:
   (a) there is an immediate and serious risk to the safety of the complainant or other persons; and/or
   (b) it is necessary in the best interests of the whole College community, having taken into account the views and wishes of the complainant.
In any such case, the College shall inform the complainant and explain its reasons.

Relationship with other College and University procedures

45. A complaint of harassment raised initially under the student complaints procedure, Ordinance C,XV,3(d) or 3(e), shall normally be referred by the Student Complaints Officer to the procedures under Ordinance C,XIII,5 and this Regulation; and no further steps shall be taken under Ordinance C,XV.

46. Under Regulation P9,12(e), the Dean may refer any student involved in a disciplinary incident to the procedures under this Regulation. In such case, no further steps shall be taken under Regulation P9 unless and until the student is referred back to disciplinary procedures under this Regulation.

47. Where a student raises a complaint of harassment under any University procedures, the College shall:
(a) ensure that any student involved in those procedures is given appropriate pastoral support; and
(b) reserves the right not to support the substance of a complaint which it considers inappropriate;
(c) reserves the right to find proven any charges laid against any student under College disciplinary procedures, or to make any decision it considers appropriate under College fitness to study procedures, irrespective of the outcome of the University procedures.
REGULATION P7

Fitness to Study

Inquiries into fitness to study

1. Further to Ordinance C,XIII,8, an inquiry into a student’s fitness to study shall take place where there is objective evidence of unfitness, such as:
   (a) evidence arising during the conduct of harassment, disciplinary or academic proceedings; or
   (b) where the Senior Tutor has reasonable grounds for believing that a student’s health or behaviour is, or may be:
      (i) seriously disrupting or threatening his or her own welfare or academic progress, or that of other students of the College; or
      (ii) seriously disrupting or threatening the welfare of other members of the College or its staff; or
      (iii) having an unacceptable impact on the day-to-day life or work of members of the College or its staff; or
      (iv) so affecting another member of, or member of staff of, the collegiate University.

General matters

2. Further to Ordinance C,XIII,9, the procedure under this Regulation shall be implemented by way of continuous risk assessment led by the Senior Tutor, and shall at all stages involve appropriate collaboration and consultation with relevant persons both inside and outside the College. Only such steps shall be taken as are necessary to protect the best interests of the student concerned and any other members of the College and University communities who are affected. Relevant steps may include consideration of matters which would also fall under other provisions, such as change of Tripos (Ordinance C,XII,4), reasonable adjustments for a student with a disability (Ordinance C,XIII,1), harassment and sexual misconduct (Ordinance C,XIII,5), leave to disregard terms (Ordinance C,XIII,10) or discipline (Ordinance C,XIV).

3. The procedure shall have three Stages, and may be invoked initially at any Stage, and proceed to any subsequent Stage, according to:
   (a) the perceived likelihood of risk to the student concerned and to any other person affected by his or her health or behaviour; and
   (b) the severity of impact if such risk materialises; and
   (c) the effort which the student makes to respond to the expressed concerns; and
   (d) the outcomes of that effort.

Confidentiality

4. During Stage One (paragraphs 7-14) a confidential note of any informal discussions, advice and agreements reached or undertakings made, whether by the student or the College, shall be made by an appropriate member of the Pastoral Team. This note and any related
correspondence or other documents shall be accessible only to the student and the members of the Pastoral Team advising the student.

5. During Stages Two and Three all communication to or from the student, other than at meetings of a Case Conference or Case Review Panel, shall be made confidentially via the student’s Tutor or, at the student’s request, some other member of the College Pastoral Team. The Tutor or other person shall keep the Senior Tutor, or where necessary his or her Deputy, informed at all times.

6. The Senior Tutor shall be responsible for all communications with external persons or agencies, and shall keep a confidential record of all such communications. In particular, information shall not normally be disclosed to a student’s parents or family without the student’s consent, provided always that the Senior Tutor or the Chair of a Case Review Panel shall, in consultation with the student, determine whether it is reasonable or necessary in the circumstances to inform the student’s emergency contact and/or whether any statutory services should be contacted.

Stage One – informal action

7. Where an inquiry is initiated under paragraph [1], and the Senior Tutor considers that the ordinary welfare support measures in the College are insufficient to allay the concern, Stage One of these procedures shall be initiated under paragraphs 8-14.

8. The Tutor or Senior Tutor shall arrange a meeting with the student and members of the Pastoral Team at which the student shall be informed that his or her fitness to study is under consideration. The meeting shall ensure that the student is given:
   (a) appropriate support throughout;
   (b) an account of the evidence giving rise to the inquiry;
   (c) a fair opportunity to explain his or her view of this evidence;
   (d) a fair opportunity to review, and where appropriate agree changes to, current arrangements for his or her academic studies, or accommodation, or social or domestic life-style, with a view to sustaining his or her fitness to study;
   (e) advice and guidance regarding the support services available in the College and the University, and how he or she could or should engage with them to sustain his or her fitness to study.

9. At the meeting under paragraph [8], the members of the Pastoral Team shall seek to reach an agreement with the student on:
   (a) changes in his or her behaviour, to redress the concerns over fitness to study;
   (b) action to be taken, either by the student or by the College, such as reasonable adjustments under Regulation P5, to enable him or her to make such changes and to study effectively in the community;
   (c) a reasonable period for the student to address the concern raised and seek relevant support to do so;
   (d) a further meeting at the end of this period, to review progress and to consider and agree future action, if any.
10. Where a student undertakes to engage with available support services, he or she shall be responsible for demonstrating at the review meeting that he or she has done so, and shall provide independent corroboration if the College requests.

11. Meetings under paragraphs 8-10 may be repeated, and shall be repeated until either paragraph [12] or paragraph [13] applies.

12. When and if the members of the Pastoral Team advising the student are satisfied that the concern has been addressed successfully, and allayed, the student shall be informed in writing by the Senior Tutor that he or she is fit to continue studies, and that the procedures under this Regulation are terminated.

13. Where, after a reasonable time and at least one review meeting, the members of the Pastoral Team advising the student consider that a concern has not been, and is not reasonably likely to be, addressed successfully, and that a student remains unfit for study, the Senior Tutor shall normally initiate Stage Two, under paragraphs 15-29.

14. Where a student is advised that an inquiry into his or her fitness to study has been initiated, and the student is unable or unwilling to participate effectively in a meeting under paragraph [8], or to reach any agreement under paragraph [9], the Senior Tutor shall normally initiate Stage Two, under paragraphs 15-29.

Stage Two – Case Conference

15. A Case Conference shall be convened by the Senior Tutor where he or she either:
   (a) considers in accordance with paragraphs 2-3 that a concern is too serious to be dealt with initially under Stage One; or
   (b) initiates Stage Two under paragraphs [13] or [14].

16. The student shall be:
   (a) informed as soon as practicable by the Senior Tutor of the nature and purpose of the Case Conference, as it applies in their case;
   (b) given at least five calendar days’ notice of the date of the Case Conference, other than in an emergency;
   (c) provided by their Tutor with any documents to be considered (redacted as necessary);
   (d) invited to present any documents of their own a reasonable time in advance of the Conference.

17. The Case Conference shall involve the student’s Tutor and the Senior Tutor, and any of the following persons, as the Senior Tutor considers appropriate:
   (a) the student’s Director of Studies;
   (b) the student’s University Supervisor or Course Director, in the case of a graduate student;
   (c) the College Nurse;
   (d) any other member of the Pastoral Team.
18. The student may be accompanied at the Case Conference by another student or some other member of the University. The University Mental Health Advisor or a member of the Disability Resource Centre may be invited to attend, to provide information or advice, at the request of the student or the Senior Tutor. A support worker may accompany any disabled student. The student shall notify the Senior Tutor at least 24 hours in advance if they are to be accompanied, and if so by whom.

19. Prior to the Case Conference, the student may be required by the College to undergo a medical assessment by a qualified practitioner who is familiar with the Cambridge collegiate University teaching and learning systems and has experience of the range of problems with which University students present.

20. The medical practitioner shall be requested to provide their professional opinion on the following matters:
   (a) the nature and extent of any medical, including psychological, condition(s) which the student is experiencing;
   (b) the extent to which any such condition affects the student’s fitness to study, within the scope of Ordinance C,XIII,8 and paragraph [1];
   (c) the risk, if any, which any such condition poses of harm to the student themself, or to other persons, and the degree of impact of any risk;
   (d) what, if any, steps the College could take to support the student’s fitness to study, given the existence of any such condition;
   (e) the prognosis for successfully treating any such condition;
   (f) any treatment or other support which the student is receiving or will in future receive.

21. Any student who is required to undergo a medical assessment shall be responsible for authorising full disclosure of the results to the Case Conference. Where a student refuses to comply with the request to undergo a medical assessment, or refuses to authorise disclosure of any results, the Case Conference may proceed on the basis of such relevant information as it has in its possession.

22. The Case Conference may order its proceedings, including calling relevant witnesses or instituting appropriate enquiries, at its discretion. In particular, it may call University staff working in Student Services, such as the University Mental Health Advisor, or a member of the Disability Resource Centre, or other such persons, to attend any hearing.

23. The Case Conference shall ensure that the student is given:
   (a) a detailed account of:
      (i) the evidence giving rise to the initial inquiry;
      (ii) any further circumstances of concern arising during these proceedings; and
      (iii) the medical circumstances, as reported in any medical assessment;
   (b) a fair opportunity to explain their view of the evidence, medical assessment and any other circumstances or concerns;
   (c) advice and guidance regarding the support services available in the College and the University, and how they could or should engage with them;
   (d) a full account of the possible outcomes, as they affect the student, should the concern raised not be addressed successfully, and they remain unfit for study.
24. Members of the Case Conference shall seek to reach an agreement with the student on the best way to proceed to sustain their fitness to study, including agreement on:
(a) medical, including psychological, treatment for any condition(s) that the student is experiencing;
(b) changes in their behaviour, to redress the concerns over fitness to study;
(c) changes to current arrangements for their academic studies, or accommodation, or social or domestic life-style;
(d) other action to be taken, either by the student or by the College, such as reasonable adjustments under Ordinance C,XIII,1 and Regulation P5, to enable them to make such changes and to study effectively in the community.

25. The Case Conference may make any one or more of the following decisions:
(a) no further action is required;
(b) the College shall support an application to the University under Ordinance C,XIII,11-12 and Regulation P8 for leave for the student to disregard terms (intermit);
(c) the student’s progress shall be kept under a period of formal review by the Case Conference, following an action plan agreed with the student;
(d) the student’s Department or Faculty, or other relevant University authority, shall be requested to put in place specified academic or support arrangements, normally in conjunction with a period of formal review and an action plan, under sub-paragraph (c);
(e) the case shall be referred directly to Stage Three, under paragraphs 28 and 30.

26. An action plan agreed under paragraph 25(c), including any specified arrangements put in place under paragraph 25(d), shall follow the provisions of paragraphs 10-13, adjusted as necessary; in particular:
(a) references to the Pastoral Team or to the Senior Tutor shall be read as references to the Case Conference; and
(b) in paragraph [13], the reference to Stage Two shall be read as a reference to Stage Three.

27. Where the Case Conference wishes to set an action plan in place under paragraph 25(c) or 25(d) and the student is unwilling or unable to reach an agreement on it, they shall be referred directly to Stage Three.

28. The student may be referred directly to Stage Three under paragraph 25(e) only where the Case Conference considers that the precautionary principle stated in paragraph [30] applies.

29. The student shall be provided with a concise record of the proceedings and decisions of the Case Conference within seven calendar days from the date of the meeting. A copy of the record shall be placed on his or her personal file, which shall be available only to members of the Pastoral Team and appropriate members of the staff of the Tutorial Office. Where appropriate, a copy of the record shall be provided to the relevant Department or Faculty of a graduate student.

Stage Three – Case Review Panel
30. Any concern about a student’s fitness to study shall normally be addressed under Stage One or Two of these procedures, unless:
(a) the Senior Tutor, having consulted as fully and widely as is necessary; or
(b) a Case Conference under paragraph 25(e);
considers that the case is so serious or so urgent that a Case Review Panel should be appointed immediately, with powers to rusticate the student, either temporarily or permanently (see Ordinance B,XXI,5-6), should that be found necessary. Evidence of a serious risk to the health or safety of the student or other persons, or substantial disruption to the day-to-day life and work of the College and its members, shall warrant referral to a Case Review Panel.

Precautionary measures

31. Where Stage Three is initiated, the Senior Tutor shall have power at any time thereafter, in consultation with the student’s Tutor and at least one other member of the Pastoral Team, to exclude the student for the duration of Stage Three from:
(a) any part or parts of the College buildings or grounds, including specified residential accommodation, other than the main College site;
(b) the use or enjoyment of specified College facilities, including where necessary teaching or learning facilities;
(c) any part or part of the University Precincts or the use or enjoyment of specified University facilities, including where necessary teaching or learning facilities.

32. Any restrictions imposed under paragraph [31] shall be subject to regular review, at intervals of not more than one month. Any affected student may appeal to the Master, who shall determine the matter as expeditiously as possible. Restrictions shall remain in place pending the outcome of any appeal.

Panel and meetings

33. Where Stage Three is initiated the Council shall appoint a Case Review Panel comprising:
(a) two Fellows who are members of the Governing Body, who have no previous involvement with the case or with the student, one of whom shall be appointed Chair;
(b) the Senior Tutor.
No Fellow may be appointed to the Case Review Panel if he or she is currently one of the three Fellows appointed annually by the Council, under Regulation P10,2, from whom the Chair of any Student Disciplinary Committee which may be appointed.

34. Paragraphs 18-23 shall apply to any meeting of a Case Review Panel, with the following adjustments:
(a) the Chair shall fix a date for a formal meeting of the Panel and invite the student to attend;
(b) the Chair shall appoint a member of staff to act as Secretary and make a record of the proceedings;
(c) no student shall be required to undergo a second medical assessment;
(d) the Panel shall consider all previous documents or records created for or in the case at any stage, in particular all previous risk assessments, and shall ensure that such documents or records are available to all parties to the review, redacted as necessary to comply with data protection principles.

35. If the student has been or is liable to be prosecuted for an offence under the criminal law, or is subject to the authority or jurisdiction of some other external agency, in respect of any conduct which is the subject of these proceedings, the Chair of the Case Review Panel may at their discretion suspend all or part of the proceedings under Stage Three.

36. The Case Review Panel shall make its decisions by a majority vote, including, where necessary, a casting vote by the Chair. The Panel shall make one or more of the following decisions:
   (a) to require the student to follow an action plan determined by the Case Review Panel adopting as appropriate the provisions of paragraphs 9-11; the plan may include specified academic or support arrangements which the student’s Department or Faculty, or other relevant University authority shall be requested to put in place;
   (b) that the College shall support an application to the University by the student, under Ordinance C,XIII,11, for leave to disregard terms (intermission);
   (c) any other action which the Review Panel considers appropriate and proportionate.

37. Within 14 calendar days of the meeting, the student shall be notified in writing of:
   (a) the decisions of the Case Review Panel;
   (b) the reasons for the decisions;
   (c) the consequences and implications of the actions that have been decided;
   (d) the consequences for the student, including the sanctions that may or will be imposed, if the student fails to comply or co-operate with the terms of the decisions, in particular the power of the Panel under paragraphs [41] and 43-44 to rusticate the student.

38. The Senior Tutor shall seek to ensure that the student has appropriate pastoral support at the time he or she receives the notification. A copy of the notification shall be placed on the student’s personal file and, where appropriate, another copy shall be provided to the relevant Department or Faculty of a graduate student.

Action plans

39. When and if the members of the Pastoral Team monitoring the student consider that the action plan determined under paragraph 36(a) has proved successful the student shall be informed in writing by the Senior Tutor that he or she is fit to continue studies, and that the procedures under this Regulation are terminated. A copy shall be provided to the relevant Department or Faculty of a graduate student.

40. Where, after a reasonable time and at least one review meeting, the members of the Pastoral Team monitoring the student consider that the action plan determined under paragraph 36(a) has not proved successful, that there is no reasonable prospect of its proving successful, and that the student therefore remains unfit for study, the Senior Tutor shall re-convene the Case Review Panel.
41. Where the Panel considers that paragraph [44] applies, it shall normally rusticate the student permanently; exceptionally, it may make an alternative decision under paragraph [36].

Intermission

42. Where, following a decision under paragraph 36(b):
   (a) the student fails to make an application to the University as soon as practicable, to intermit; or
   (b) the application to intermit is rejected by the University;
the Senior Tutor shall re-convene the Case Review Panel.

43. The Case Review Panel shall normally rusticate the student permanently; exceptionally, it may rusticate the student temporarily, and specify any academic or non-academic conditions for their return into residence that the Panel thinks fit.

Rustication

44. A Case Review Panel may recommend that a student be rusticated, either temporarily or permanently, only where the Panel reasonably believes both:
   (a) that the student’s health or behaviour is:
      (i) seriously disrupting or threatening their own welfare or academic progress, or that of other students of the College; or
      (ii) seriously disrupting or threatening the welfare of other members of the College or its staff; or
      (iii) having an unacceptable impact on the day-to-day life or work of members of the College or its staff; or
      (iv) so affecting another member of, or member of staff of, the collegiate University; and
   (b) that no action other than rustication will enable the College to comply with its duty of care under Ordinance C,XIII,8.

45. A student who is rusticated temporarily shall be informed that this may adversely affect their standing under University Regulations to complete his or her course of study, or be admitted to any degree.

46. A student who is rusticated temporarily shall be offered the same College support, during the period of rustication, as is offered under Regulation P8,16 to a student with leave to disregard terms (intermission). No application to the University shall be made, for an appropriate allowance under University Regulations, until and unless the College approves his or her return to studies under paragraphs 49-52.

Appeals
47. A student may appeal against any decision of the Case Review Panel to an Academic Review Committee under Ordinance C,XIII,10(f) and Regulation P3,21(c) by giving notice in writing to the Senior Tutor within 14 calendar days of being notified of the Panel’s decision.

48. Where a student is rusticated under paragraph [41] or 43-44, and the student appeals under paragraph [47], he or she may apply within 48 hours to the Chair of the Academic Review Committee for rustication to be suspended pending the outcome of the appeal.

**Return to study**

49. The College shall not approve any application to return to studies, by a student who has intermitted or been temporarily rusticated under this Regulation, unless the College is satisfied that the reasons for the intermission or rustication no longer obtain, and that the student is in all the circumstances now fit to study. In particular, the student shall demonstrate that they are willing and able to comply with any conditions on their return into residence as the College reasonably requires, such as accepting the provision of advice and support, and complying with monitoring and review, during their studies.

50. A student who is granted leave to disregard terms (intermits) may apply to return to studies by complying with Regulation P8,17-25. The ‘return to studies’ procedures cover both the application to the College and the application to the University. An application may not be successful.

51. A student who has been rusticated temporarily may at any time apply in writing to the Senior Tutor to return to studies in the College, on the grounds that they are fit to do so, provided that they have satisfied any condition(s) set by the Case Review Panel or an Academic Review Committee. The application shall be made in accordance with those provisions of Regulation P8,17-25 which concern College (and not University) approval, adjusted as necessary. An application may not be successful.

52. Where the College approves the application of a student who has been temporarily rusticated to return to studies in the College, it will support an application by the student to the University, for an appropriate allowance under University Regulations. Such application shall be, as appropriate, either:

   (a) for an allowance of one or two terms, under University Ordinances, Chapter II, Residence and Precincts of the University, Regulation 10(a) or (b), where the student was rusticated for no more than two terms and without the allowance would not be in standing for admission to their degree in prospect; or

   (b) for leave to disregard terms, under University Ordinance, Chapter III, Allowances to Candidates for Examinations, Regulations 1(b) and 3(a), where the student was rusticated for a period including the whole of his or her examinations in at least one year, and without the allowance would not be in standing to sit the examinations so missed.

   An application to the University may not be successful.

**Study away from Cambridge**
53. Where concerns are raised by another University or institution, which a student is attending while on authorised study away from Cambridge, the Senior Tutor shall co-operate with such other University or institution, and with the relevant Cambridge University Department or Faculty, to make such suitable arrangements as may address the concern, and any such arrangements shall be binding on the student concerned.

**Relationship with other College procedures**

54. Procedures for fitness to study under Ordinance C,XIII,8-10 and this Regulation may also be initiated by:
   (a) the Senior Tutor, under Ordinance C,XII,8(f) and Regulation P2,15(c) (unsatisfactory academic progress);
   (b) an Academic Review Committee or Academic Appeal Panel, under Ordinance C,XII,8(f) and Regulation P3,17(b)(iii) (unsatisfactory academic progress);
   (c) an Independent Adjudicator or the Senior Tutor, under Ordinance C,XIII,7(f) and Regulation P6,29, 31 or 43-44 (harassment and sexual misconduct);
   (d) the Senior Tutor, in consultation with the Dean, under Ordinance C,XIV,4(c) and Regulation P9,12(f);
   (e) the Chair of a Student Disciplinary Committee or Appeal Panel, under Ordinance C,XIV,4(f) and Regulation P10,21(a);
   (f) a College Complaints Officer or the Chair of a Student Complaints Committee, under Ordinance C,XV,4(f) and Regulation P12,31.

55. Where the procedures for fitness to study are initiated under paragraph [54]:
   (a) procedures for unsatisfactory academic progress shall normally be discontinued;
   (b) procedures for harassment and sexual misconduct shall normally be suspended; provided that any precautionary measures already taken shall be maintained under the provisions of this Regulation;
   (c) procedures for breach of discipline shall normally be suspended pending the outcome of these proceedings, and may be discontinued; provided that the Chair of a Student Disciplinary Committee shall have discretion to continue proceedings in appropriate circumstances, such as the seriousness of the breach of discipline alleged, and may lift any suspension of disciplinary proceedings at any time;
   (d) fresh procedures for breach of discipline shall not normally be initiated;
   (e) complaints procedures shall normally be discontinued.

56. At any time before a Case Review Panel makes any decision under paragraphs [41] or [43] to rusticate a student, the student may initiate College processes for an application for leave to disregard terms (intermission), under Ordinance C,XII,11-12 and Regulation P8. Where such application is made with College support, the concurrent procedures for fitness to study shall normally be discontinued. Where such application is made without College support, the concurrent procedures for fitness to study shall normally be continued.

57. Where a student lays a related complaint against the College under Ordinance C,XV and Regulation P12 that is material to the circumstances of his or her fitness to study, the Senior Tutor or the Chair of any Case Review Panel which has been convened may, if he or
she considers it appropriate to do so, adjourn the fitness to study procedures pending the outcome of that complaint.

**Relationship with University procedures**

58. Where the University refers a student to the University Fitness to Study Panel, under University Regulations, any proceedings under this Regulation shall normally be suspended pending the outcome of the University proceedings. The College shall:
(a) ensure that the student is given appropriate pastoral support while subject to the University procedures;
(b) participate fully in the University proceedings, according to its role under University Regulations;
(c) seek to ensure that the interests both of the student, and of any members of the College community who are affected by the concerns raised in the proceedings, are appropriately protected; for which purposes, the College reserves the right to support any decision of the University that is conducive to those interests.

59. Further to paragraph 58(c), the College reserves the right, notwithstanding the commencement or determination of University proceedings, to:
(a) apply paragraph [31] in an appropriate case;
(b) commence or re-commence proceedings under this Regulation where the University determines that there is no *prima facie* case to answer and declines to consider a case further under its procedures;
(c) impose conditions specific to the College where a student is given permission by the University to return into residence in order to resume studies after a period of suspension from the University.
Leave to Disregard Terms and Other Allowances

**University Applications**

1. Where Ordinance C,XIII,11 applies, the student’s Tutor or the Intermission and Return to Studies Co-ordinator, shall apply on his or her behalf:
   
   (a) to the University Applications Committee, under University Ordinances, Chapter III, Allowances to Candidates for Examinations, Regulation 3, in the case of any undergraduate or LLM, MAST, MBA, MAdvStudies, or PGCE student; or
   
   (b) to the Secretary of the Board of Graduate Studies, under University Ordinances, Chapter VI, Graduate Students, Regulation 12, in the case of a graduate student registered for the MPhil, MRes, or MEd degree or for a Diploma or Certificate; or
   
   (c) according to the relevant University Regulations for intermission in the case of any other graduate student, normally to his or her Department or Faculty.

2. An application on behalf of an undergraduate student for leave to intermit shall normally be made in respect of all three terms of an academic year. In appropriate circumstances application may be made for three terms of a calendar year, or some shorter period, provided that resuming studies mid-year is acceptable to the relevant Faculty or Department.

3. A student who is granted leave to intermit is no longer formally ‘in residence in the University’ for the purposes of ‘keeping terms’, and may not, during the period of intermission, make any use of University facilities, including lecturing, teaching, library, or any other academic facilities.

4. A student who is granted leave to intermit may not return to study without the permission of the University Applications Committee.

5. A student who is granted leave to intermit and then resumes studies, accepts responsibility for complying with all University course or examination requirements which are in force when they resume, even where these are different from those in force when they intermitted. The Applications Committee will rule on whether components of a student’s formal coursework, such as a project, extended essay or dissertation, which was assessed prior to intermission, may be taken forward.

6. A student whose permission to study in the University is subject to visa requirements imposed by the UK Border Agency (or other government authority), and who is granted leave to intermit, shall ensure that the intermission is notified to all relevant authorities and that they continue to comply with the visa requirements, both during the period of intermission and for the purposes of any resumption of studies.

**College procedures**

7. Any application to the University under paragraph [1] for:
(a) leave to intermit;
(b) leave to extend the period of such intermission;
(c) any other allowance available under University Regulations; or
(d) leave to return into residence and resume studies after a period of intermission;
shall be made in accordance with College procedures under this Regulation.

8. The College reserves the right not to support an application which it considers inappropriate. In particular, an application is unlikely to be given College support if it is to:
(a) extend intermission beyond six terms; or
(b) resume studies when the College regards this as premature;
The College shall in all circumstances provide appropriate pastoral support to a student while he or she participates in University procedures.

9. A student who becomes aware that, for medical reasons whether mental or physical or for some other grave cause, they are likely to be prevented from taking a University examination shall inform their Tutor as soon as they are aware of the relevant cause(s). A student who, for like reasons, misses all or part of a University examination or considers that they have underperformed in an examination shall inform his or her Tutor immediately. Any delay may prejudice the success of any application which is subsequently made.

10. An application made in the Easter Term shall not normally, but may exceptionally, seek leave to intermit; normally, an application shall be made for an alternative examination allowance.

11. Where an application is made to the University Applications Committee or to the Board of Graduate Studies on medical grounds, the student shall:
(a) complete a declaration form giving permission for medical evidence to be disclosed to the Senior Tutor and any other member of the Tutorial team who has, or may have, conduct of the application; and
(b) complete a declaration form giving permission for medical evidence to be disclosed to the medically qualified members of the Applications Committee, or to the Secretary of the Board of Graduate Studies, who shall advise other members of the Committee or Board accordingly; and
(c) provide the College as soon as reasonably practicable, and in any event prior to the close of the relevant University examination, with relevant evidence to support the claim(s) made concerning medical reason or other grave cause.
Any delay in doing so which adversely affects the outcome of any application made by the College on the student’s behalf shall be the responsibility of the student.

12. Medical evidence shall normally include a statement from a medically qualified practitioner, preferably practising in Cambridge, and, where relevant, from an accredited counsellor and/or from the Disability Resource Centre. Evidence should normally provide:
(a) a diagnosis of the medical or other condition(s), including its nature and severity;
(b) the manner in and extent to which such condition(s) affect the student’s examination preparation or performance, or academic progress;
(c) for any application to intermit, an account of any proposed treatment while out of residence and a view as to when the student will be fit to resume studies.

13. Evidence of other grave cause should normally demonstrate that the cause was:
   (a) unexpected and could not be anticipated; and
   (b) entirely outside the student’s control.

14. The College may submit such additional information as it thinks appropriate, but it shall not include any statement from the family or friends of the student, whether medically qualified or not.

15. Where an application is made to intermit, the student shall normally go out of residence within three calendar days of the decision to apply, and may remain in College beyond that period only with the consent of the Senior Tutor. During the period of intermission, the student may not make use of College facilities, academic or otherwise, nor return to residence in the College, without permission in advance from the Senior Tutor.

16. The Intermission and Return to Studies Co-ordinator, or a deputy, normally a Tutor, nominated by the Co-ordinator, shall hold an exit interview with the student before they leave, and ensure that the student understands the full circumstances of the application and its consequences. The student may contact the Co-ordinator at any time during the period of intermission for information and advice, and for permission to return to the College under paragraph [15]. Return to College shall be permitted for a small number of days, on a case by case basis, if and when there is an appropriate reason. The Co-ordinator shall make suitable arrangements for any return days.

Return to studies

17. A student who has been granted leave to intermit and who wishes to return into residence for the purpose of resuming studies shall inform the Intermission and Return to Studies Co-ordinator, so that an application to the Applications Committee may be prepared.

18. The student shall comply with the College’s procedures for assessing his or her fitness to return, in accordance with paragraphs 19-23; and shall do so in good time for the College to submit the application by the date notified to the student and the College by the Applications Committee when leave to intermit was granted. Any delay by the student in complying with these procedures, which adversely affects the outcome of any application, shall be the responsibility of the student.

19. The student shall provide the College with:
   (a) further declarations under paragraphs 11(a) and (b);
   (b) a medical assessment from the medical or mental health practitioner who has most knowledge of the student during the period of intermission, and preferably from the practitioner who supported the application for leave to intermit;
   (c) evidence that any treatment which it is intended shall be continued after return to studies can suitably be accessed in Cambridge, including, in particular, any relevant statement from the Disability Resource Centre.
20. A Return to Study Conference for the student, under paragraphs 21-24, shall be arranged by the Intermission and Return to Studies Co-ordinator, for a period of one week’s residence in College accommodation, rent-free. Normally the Conference shall be held in July, on dates agreed with the student, for a return into residence in the following October. Where there is a different date for return, the Conference will be co-ordinated accordingly.

21. The Return to Study Conference shall not be initiated unless and until the required medical assessment is received, and not unless it confirms that the student is fit to return to study. The College may also require, and if so shall bear any expense of, a second professional assessment, such as a mental health assessment, conducted by a suitable person appointed by the College. Any second professional assessment shall normally be conducted during the Conference.

22. During the Return to Study Conference:
   (a) the student shall complete an academic assignment, broadly equivalent to a week’s work on the course, set and marked by their Director of Studies, or a University Teaching Officer in the relevant subject;
   (b) the student shall complete a written self-assessment, considering their fitness to return in the light of progress made during the period of intermission and experience of completing the academic assignment in the College environment;
   (c) a meeting to consider and assess the student’s fitness to return shall be held, in accordance with paragraph [23].

23. The fitness to return meeting shall be attended by the student, their Director of Studies, their Tutor, the Intermission and Return to Studies Co-ordinator, the Senior Tutor, and any student representative from SSCSU or the Cambridge University Students’ Union whom the student nominates. The meeting shall discuss:
   (a) the outcomes of the period of intermission;
   (b) the outcomes of the period of residence and study;
   (c) the prospects for the student successfully completing the relevant course should they return to study;
   (d) any conditions which should be placed upon their return.
Any requirements of the student’s Department or Faculty regarding a student’s fitness to participate in any compulsory elements of the course, and any other health or safety issues which arise in the case, shall be taken into account.

24. In the light of the Return to Study Conference, the Senior Tutor shall decide whether or not the student is fit to return, taking into account their fitness to comply with any conditions that would be imposed. If the Senior Tutor considers that the student is fit to return, the College will support a suitable application to the University for leave to return into residence.

25. Upon returning into residence, the student shall attend a first meeting with their Director of Studies, their Tutor, and the Intermission and Return to Studies Co-ordinator or the Senior Tutor for the purposes of setting a Return to Study Plan. The Plan shall include academic matters and support measures, and a process for holding a suitable number of further
meetings to monitor progress and compliance. A copy of the Plan shall be provided to any relevant support agencies outside the College. The Intermission and Return to Studies Coordinator shall be primarily responsible for ensuring the implementation of the Plan. The Senior Tutor shall be responsible for monitoring the effectiveness of the Plan and for introducing any necessary changes.

Appeal

26. A student who is not satisfied with any decision made by the College under this Ordinance may appeal to an Academic Review Committee under Ordinance C,XIII,12(d) and Regulation P3,21(d) by giving notice in writing to the Senior Tutor within five calendar days of being notified of the College’s decision.
REGULATION P9

Student Discipline

Maintenance of College discipline

1. Further to Ordinance C,XIV,4(a)-(c), the Dean shall have authority to oversee the maintenance of discipline and good order among the students of the College. He or she shall be available, upon reasonable notice, to discuss any general matter of student discipline with any student, in particular with any officer of SSCSU; and may, under Statute C,VI,3, conduct any investigation, inquiry or meeting, formal or informal, that he or she considers necessary or desirable within the Dean’s authority.

2. In support of the Dean, members of the College staff, in particular the Domestic Bursar and, in respect of the Students’ Bar, the Premises Supervisor under Ordinance B,XXII,7-9, shall have authority to take reasonable action to promote good order in the College community, and to prevent or to minimise any conduct which may constitute a disciplinary incident under Ordinance C,XIV,2.

3. Members of College staff shall have authority to;
   (a) monitor activity within the College buildings, grounds and other properties;
   (b) monitor informal gatherings in the College, and parties and events for which permission has been given by the Domestic Bursar under Regulations;
   (c) enforce compliance with any conditions set when such permission was granted;
   (d) monitor, and report to the Domestic Bursar on, the general state of student discipline;
   (e) inform the Domestic Bursar or the Dean of any disciplinary incident.

4. In accordance with Statute B,VIII,5(d), students shall co-operate with all members of the College staff in the maintenance of College discipline. In particular, where necessary a student shall, whether on his or her own behalf or as an officer and/or member of a club or society:
   (a) take such action as is reasonable in the circumstances to prevent a disciplinary incident;
   (b) report any disciplinary incident to an appropriate member of staff, in particular the Domestic Bursar or the Dean;
   (c) contact the Domestic Bursar or the Dean, where the student is responsible for or involved in any disciplinary incident.

Failure to comply with this paragraph may itself constitute a disciplinary incident.

5. Where the Domestic Bursar reasonably considers that a disciplinary incident is not so serious as to warrant a disciplinary action by the Dean, he or she may accept a voluntary offer by the student or students concerned to undertake community service up to a maximum of five hours’ commitment. Where no voluntary offer is made or a student fails to take the action agreed, the incident shall be referred to the Dean for further consideration. A student shall not be prejudiced by not volunteering for community service.

Investigations by the Dean
6. Where a disciplinary incident is referred to the Dean, he or she may take such action as seems reasonable in the circumstances, which shall normally include:
   (a) making full enquiries of any person who may have relevant knowledge of the incident or its circumstances, whether by email or meetings in person or otherwise;
   (b) establishing whether an incident is connected with the activities of the officers and/or members of a College club or society;
   (c) where the matter is not resolved informally, summoning the student or students who are alleged to have committed the disciplinary incident to an initial Investigation Meeting or Meetings under paragraphs 8-9;
   (d) where necessary, holding a Formal Hearing under paragraphs 10-12.

7. Any student who is involved in an enquiry conducted by the Dean may request that any information they provide shall be treated in confidence, or that any Investigation Meeting shall be held in private. The Dean shall comply with such request as far reasonably practicable, but shall inform the student that if the case goes to a Formal Hearing it may not be possible to maintain full confidentiality, and that if the case is referred to a Student Disciplinary Committee under Ordinance C.XIV.4(e)(i) and paragraph 12(d) all relevant information shall be made available at the hearing.

8. An Investigation Meeting or Meetings shall be held where, after making initial enquiries, the Dean has prima facie grounds for believing that a student has committed a disciplinary offence, either on their own behalf or as an officer and/or member of a club or society. The meeting(s) may be held either with the student alone or together with other students alleged to have been involved in the incident. Except in an emergency, each student shall be given at least 24 hours’ notice of the meeting(s) with a statement in writing of each offence alleged.

9. At an Investigation Meeting the Dean shall:
   (a) explain the full nature of the offence(s) alleged and the existing evidence;
   (b) explain the level of seriousness of each offence and the range of penalties that are applicable to it under paragraphs [15] and [16];
   (c) invite each student to offer an explanation or defence, or to accept responsibility and, if so, to offer a plea in mitigation;
   (d) decide whether to:
      (i) dismiss the offence(s); or
      (ii) make a decision on penalty, in accordance with paragraph 12(c) or 12(d), but only where the student admits that he or she has committed the offence(s); or
      (iii) hold a Formal Hearing under paragraphs 10-12 for a student who does not admit the offence(s) alleged; or
      (iv) invoke an alternative procedure, in accordance with paragraphs 12(e) or 12(f), and [14];
   (e) explain the right under paragraph [18] to appeal against any penalty imposed at the Meeting.

Formal Hearings
10. At least 48 hours’ notice shall be given of any Formal Hearing. Where more than one student is charged in respect of a disciplinary incident the Dean may hear the cases of all students charged at the same Formal Hearing. Each student may be accompanied by a member of the College, including any Officer of SSCSU. Where it appears to the Dean that the disciplinary incident may be connected with the activities of a club or society, they shall invite the designated officer of the club or society to attend the meeting.

11. At a Formal Hearing, each student shall for each offence charged:
   (a) state a defence, either orally and/or in writing;
   (b) provide any evidence for that defence, either written or oral testimony;
   (c) if they wish, make a plea in mitigation in case the Dean should find that the offence is proved.

12. At the conclusion of a Formal Hearing the Dean may, in respect of any student or any club or society:
   (a) dismiss the offence alleged;
   (b) find an offence proven, provided that they consider that an appropriate penalty for it falls within paragraph [15];
   (c) impose on any student, or club or society, found guilty of an offence, any penalty specified under paragraph [15];
   (d) refer a student or the designated officer of a club or society to a Student Disciplinary Committee under Ordinance C,XIV,4(e)(i) and Regulation P10,12, on the grounds that a penalty specified under paragraph [16], falling outside the Dean’s authority, is likely to be appropriate in the circumstances;
   (e) advise an affected student to raise a complaint under Ordinance C,XIII,5-7 and Regulation P6 (harassment and sexual misconduct); in such case, no further steps shall be taken under this Regulation unless and until the student is referred back to disciplinary procedures by an Independent Adjudicator or the Senior Tutor in accordance with the provisions of Regulation P6;
   (f) refer a student, but not a designated officer, to the Senior Tutor under Ordinance C,XIII,8-10 and Regulation P7 (fitness to study); in such case Regulation P7,55(c) shall apply.

13. As soon as practicable after a Formal Hearing, and not more than 48 hours later, the Dean shall record their decisions in writing, giving reasons. The Dean shall send a copy of the record to each student who attended the meeting, and to his or her Tutor, and, where relevant, to the designated officer of a club or society and its Senior Treasurer, if any. The Dean shall include a notice explaining the right under paragraph [18] to appeal against the decision(s).

14. Where the Dean makes a decision under paragraph 12(d), (e) or (f) he or she shall notify the Senior Tutor accordingly, and shall send them a copy of the record made under paragraph [13].

Penalties
15. The Dean may determine any case of an alleged disciplinary offence where they consider that an appropriate penalty for the offence, if admitted or proved, would be no greater than one or more of the following:
   (a) issuing a written warning which shall be noted on the student’s file;
   (b) a ban from specified College facilities, such as the Library, Gym or Bar, for a specified period of up to eight weeks, during a Full Term or Terms;
   (c) a ban from participation in specified activities, such as but not limited to membership of a club or society, for a specified period of up to eight weeks, during a Full Term or Terms;
   (d) payment of a fine not exceeding £250;
   (e) removal as an officer of a college club or society (but not including removal as an officer of SSCSU);
   (f) community service not exceeding 10 hours;
   (g) payment of a fine by members of a club or society, not exceeding £500; to be collected and paid to the College by the designated officer;
   (h) appropriate conditions or restrictions placed upon the activities of a club or society, for a specified period;
   (i) any alternative or additional penalty or condition, of a like nature or severity, that is appropriate to and reasonable in all the circumstances;
   (j) payment of compensation for any damage to property, whether of the College, its members or staff, or lawful visitors.

16. Where the Dean considers that an appropriate penalty for a disciplinary offence, if admitted or proved, would be greater than any penalty that he or she may impose under paragraph [13], he or she shall refer the case to a Student Disciplinary Committee under Ordinance C, XIV, 4(e)(i) and Regulation P10, 12. In particular, the Dean shall refer a case to the Committee where he or she considers that an appropriate penalty would be:
   (a) a requirement to move from their room to another College room or to private accommodation;
   (b) a ban from specified College premises or facilities, for a specified period greater than eight weeks, during a Full Term or Terms;
   (c) a permanent ban from participation in specified activities, such as but not limited to membership of a club or society;
   (d) a fine exceeding £250;
   (e) payment of a fine by members of a club or society exceeding £500; to be collected and paid to the College by the designated officer;
   (f) community service exceeding 10 hours;
   (g) removal as an officer of SSCSU;
   (h) removal of a student from any Scholarship or other financial award made for academic merit;
   (i) rustication of a student temporarily, with or without the imposition of academic or non-academic conditions upon his or her return into residence (see Ordinance B, XXI, 5-6);
   (j) permanent rustication.

17. In any case where the Dean wishes, in the interests of good discipline in the College, to impose a communal penalty, such as closing the Bar for a stated period or placing conditions or restrictions on the activities of club or society, which will affect students other
than those who have personally committed the disciplinary offence, the Dean shall first consult with the Bursar and/or the Senior Tutor.

Appeal

18. A student or the designated officer of a club or society may appeal to a Student Disciplinary Committee under Ordinance C,XIV,4(d) and Regulation P10,7 against a decision of or penalty imposed by the Dean under paragraphs 9(d)(ii), or 12(b) or 12(c), by giving notice in writing to the Senior Tutor within five calendar days of the date of the Dean's decision(s).
REGULATION P10

Student Disciplinary Committee

Constitution

1. Further to Ordinance C,XIV,4(e), a Student Disciplinary Committee shall be an ad hoc committee of the Council appointed under Statute C, Chapter VI,4, following:
   (a) an appeal against any decision of or penalty imposed by the Dean, under Regulation P9,18; or
   (b) a referral by the Dean under Ordinance C,XIV,4(e)(i) and Regulation P9,12(d); or
   (c) a referral by the Master or Senior Tutor under Ordinance C,XIV,4(e)(ii);
   (d) an appeal under Regulation F3,7 against the withdrawal of services by the Bursar, for a student debt;
   (e) referral of a case of student debt by the Bursar, under Ordinance D,XIII,9(e) and Regulation F3,5(d)(iii).

When hearing any case under (d) or (e), a Student Disciplinary Committee, or a Disciplinary Appeal Panel appointed under Regulation P11, shall act as a Student Debt Committee or Student Debt Appeal Panel, and any relevant reference in this Regulation or Regulation P11 shall be read accordingly.

2. The Council shall nominate annually a panel of three Fellows who are members of the Governing Body from whom the Council shall appoint the Chair of any Student Disciplinary Committee, as necessary. The Chair shall appoint two further Fellows who are members of the Governing Body to act on the Committee for the purposes of the given hearing.

3. The following rules shall apply to the composition of any Student Disciplinary Committee:
   (a) the Dean may not be a member;
   (b) no ex officio member of the Council may be a member;
   (c) no Fellow may be a member where he or she has at any time been the Director of Studies, supervisor or Tutor of the student concerned, or who has been involved in the conduct of the case at an earlier stage, or who for any other cause would be under a conflict of interest;
   (d) the student concerned may challenge the appointment of any Fellow, for good cause, by giving notice in writing to the Secretary to the Council within three calendar days of the appointment; the Council shall rule on any challenge, and its decision shall be final; an alternate Fellow shall be appointed following a successful challenge;
   (e) any student referred to a Committee may request within three calendar days of being notified that its members have been appointed that one Fellow is substituted by a student member.

4. Decisions shall be taken by a simple majority and, where necessary, the Chair shall have a casting vote.

5. The administrative Secretary shall be the Senior Tutor, who may nominate a member of staff to assist. The Secretary shall have responsibility for convening meetings, delivering notices, and for ensuring that a full record is made of the Committee’s proceedings,
including in particular an account of the issues raised, any evidence presented, and the Committee’s decisions and reasons.

6. A Committee shall be appointed and meet as necessary, as provided for under this Regulation. It may regulate its own proceedings, provided that it shall seek to ensure that all cases are dealt with fairly and expeditiously, according to the nature and circumstances of each case. It may vary the following provisions of this Regulation only where it is fair to do so and by giving reasonable notice to all parties.

Jurisdiction: appeal from the Dean or Bursar

7. A Student Disciplinary Committee shall have jurisdiction to hear and determine appeals against:
   (a) any decision of or penalty imposed by the Dean under Regulation P9,9(d)(ii) or 12(b-c);
   (b) any withdrawal of services by the Bursar, under Regulation F3,5(d)(ii).

8. Where notice of appeal is given in accordance with Regulations P9,18 or F3,7, the Council shall appoint a Committee under paragraphs [1-3]. The Secretary of the Committee shall, in consultation with the student or any designated officer concerned, arrange a meeting of the Committee, to be held as soon as practicable.

9. An appeal hearing shall comprise a re-consideration of the issue(s) appealed. The Committee shall take into account all written materials considered by or created at the Investigation Meeting and Formal Hearing, if any, held by the Dean under Regulation P9,9-14, or at the Student Debt Review Meeting held by the Bursar held under Regulation F3,4-6.

10. The Committee may, as relevant:
    (a) make any decision that the Dean has authority to make under Regulation P9,12 and may impose any penalty specified in Regulation P9,15-16;
    (b) withdraw any academic or non-academic services, as specified in Regulation F3,8-9 and [11].

11. The student may further appeal against decisions of the Disciplinary Committee to a Disciplinary Appeal Panel, in accordance with paragraph [23], below.

Jurisdiction: cases referred by the Dean or other Officers

12. A Student Disciplinary Committee shall have jurisdiction to hear and determine any case referred by the Dean under Regulation P9,12(d), or by the Master or Senior Tutor under Ordinance C,XIV,4(e)(ii), or by the Bursar under Regulation F3,5(d)(iii).

13. Where a student is referred to a Student Disciplinary Committee under paragraph [12], the Council shall appoint a Committee under paragraphs 1-3 as soon as practicable; provided that where the student has raised a complaint falling under Ordinance C,XV, which materially concerns:
(a) the relevant disciplinary incident, the Council may at its discretion postpone the appointment of the Committee, for such period or periods as it thinks fit, pending the outcome of the complaints procedures;
(b) the relevant student debt, paragraph [15] of Regulation F3 shall normally apply.

Meetings

14. Where a Disciplinary Committee is appointed, notice shall be given to the student or any designated officer concerned at least seven calendar days in advance of the first meeting. Any notice to a student under this Regulation shall be given either orally, including by telephone, or in writing, whether to a College pigeon hole, or by post to such address as is registered with the College, or by email to the student’s University email address. Proof of notice having been given in accordance with this paragraph shall constitute sufficient proof that the student has been duly notified of the meeting.

15. A notice under paragraph [14] shall include:
(a) a statement of the disciplinary offence(s) with which the student concerned is charged, whether on his or her own behalf or as a designated officer; or
(b) a statement of the financial liabilities which the student has failed to settle; and
(c) a copy of the College Statutes, Ordinances and Regulations, identifying those provisions which it is alleged have been breached and those provisions which govern the discipline of students;
(d) notice that witnesses may be called and written evidence submitted;
(e) notice that the student is entitled to be heard in his or her defence, or in defence of a club or society, and to be accompanied by a representative in accordance with paragraph [19].

16. The student or any designated officer shall attend in person unless he or she:
(a) notifies the Secretary at least three calendar days in advance of his or her absence; and
(b) provides reasonable cause for such absence.
In such case, the Secretary shall arrange an alternative date and notify the student accordingly.

17. The Committee may proceed with a meeting, and reach a decision, in the absence of any student or designated officer who is in breach of paragraph [16]. Such breach shall constitute a fresh disciplinary offence which may be dealt with accordingly.

18. In any case where:
(a) the student has raised a complaint under Ordinance C,XV that materially concerns the relevant disciplinary incident or student debt; and
(b) a Student Complaints Committee is appointed by the Council under Ordinance C,XV,4(c) and Regulation P12,17;
the Chair of the Disciplinary Committee may, at his or her discretion, suspend proceedings for such period or periods as he or she thinks fit, pending the outcome of the complaints procedures; provided that in cases of student debt, paragraph [15] of Regulation F3 shall normally apply.
19. The student or designated officer may be represented at any meeting by:
   (a) his or her Tutor or another Fellow of the College chosen by the student; or
   (b) the Senior Treasurer, if any, of the club or society concerned; or
   (c) a friend or adviser who shall be a resident member of the University such as an officer of SSCSU or CUSU, or a member of staff of the University such as a member of the Student Advice Service.
   The student or officer shall notify the Secretary of any representative at least five calendar days in advance of the meeting.

20. The Dean or, in the case of student debt, the Bursar shall present the charges in the case, with any supporting evidence, written or oral. The student or any designated officer, or his or her representative, may examine any witness of the Dean or Bursar, present any witness(es) for the defence, and may make submissions to the Committee on any issue in the case.

21. The Committee shall conduct its deliberations in private, and may reach any of the following decisions:
   (a) in the case of a disciplinary charge, the Chair may at any time during the proceedings refer a student, but not a designated officer, to the Senior Tutor under Regulation P7 (fitness to study) and, in such case, Regulation P7,55(c) shall apply;
   (b) in the case of a disciplinary charge, the Committee may dismiss the charge or find the offence proven; and where it finds the offence proven, the Committee may make any decision that the Dean has authority to make under Regulation P9,12 and may impose any penalty specified in Regulation P9,15-16;
   (c) in the case of a student debt, the Committee may:
      (i) determine the amount of the debt, if any;
      (ii) withdraw any academic or non-academic services specified in Regulation F3,8-9 and [11].

22. A record of the decisions and reasons of the Committee, together with notice of the student’s right to appeal under paragraph [23], shall be sent by the Secretary as soon as practicable to:
   (a) the Dean, except in the case of a student debt;
   (b) the Bursar, only in the case of a student debt;
   (c) the Senior Tutor;
   (d) the student or designated officer concerned;
   (e) any representative, provided that they have been nominated by the student or officer to receive such notice;
   (f) the student’s Tutor or, where applicable, the Senior Treasurer, if any, of the club or society of the designated officer.

Appeal

23. A student may appeal to a Student Disciplinary Appeal Panel under Ordinance C,XIV,4(g) and Regulation P11,2 against any decision of a Student Disciplinary Committee, whether disciplinary or for student debt, other than any decision to refer a student to the Senior
Tutor under Regulation P7 (fitness to study), by giving notice in writing to the Senior Tutor within seven calendar days of being notified of the Committee’s decisions.

**Relationship between disciplinary and criminal proceedings**

24. Where the Council is aware that a student is liable to be prosecuted in a court of law in respect of the relevant disciplinary incident, the Council shall not appoint a Committee to hear the case unless and until it is satisfied either that:
   (a) a prosecution has been completed and the student has been convicted of an offence; or
   (b) no prosecution of the student is likely to take place.

25. Where, after a Disciplinary Committee has been appointed, the Chair of the Committee becomes aware that a student is liable to be prosecuted in a court of law in respect of the relevant disciplinary incident, the Chair may at their discretion suspend the disciplinary proceedings until the Chair is satisfied either that:
   (a) a prosecution has been completed and the student has been convicted of an offence; or
   (b) no prosecution of the student is likely to take place.
   Any suspension of the proceedings may be extended or lifted at any time, at the discretion of the Chair.

26. Where a student has been convicted by a court of law in connection with the relevant disciplinary incident, the Council or the Chair of the Disciplinary Committee, as appropriate, may on proof of that conviction rusticate the student either temporarily or permanently (see Ordinance B,XXI,5-6), or deprive him or her of any particular privileges or facilities in the College, provided that:
   (a) the Council or Chair considers that this action is reasonably necessary for the protection of the interests of the College or of any of its members or staff; and
   (b) the student concerned shall not be subject to any further proceedings or penalty.

27. Where a student has been acquitted by a court of law in connection with the relevant disciplinary incident, the Council or the Chair of the Disciplinary Committee, as relevant, shall take the acquittal into account in its deliberations, and may discontinue proceedings against the student under Ordinance C,XIV and this Regulation or may, notwithstanding the acquittal, maintain College proceedings against the student.

**Relationship between disciplinary and University proceedings**

28. Subject to paragraphs [29], a disciplinary incident shall normally be dealt with under Ordinance C,XIV and Regulations P9-P11 notwithstanding that the incident primarily involves the University or its members or staff; provided always that the Senior Tutor shall consult with the University Advocate when any disciplinary incident involves, or may involve, a significant breach of University Regulations on Discipline.

29. Where the University Advocate refers a student of the College either to University disciplinary proceedings or to the University Fitness to Study Panel, any disciplinary proceedings by the College shall normally be suspended pending the outcome of the University proceedings; provided always that College proceedings may be pursued in
parallel with, or subsequent to the conclusion of, University disciplinary or fitness proceedings, including any proceedings that have been suspended by the University, where the interests of the College or its members or staff are not, in the opinion of the Council, appropriately and sufficiently protected by the University proceedings, either as to conviction or penalty.

30. Where a student of the College is referred to University disciplinary procedures, the College shall, whether or not College disciplinary proceedings are suspended under paragraph [29]:
   (a) ensure that the student is given appropriate pastoral support while subject to the University procedures; and
   (b) reserves the right not to support the substance of any defence to the charge(s) which the College considers is inappropriate or unfounded;
   (c) reserves the right to find proven any charges laid against the student by the College, irrespective of the outcome of related University disciplinary or fitness to study procedures.
REGULATION P11

Disciplinary Appeal Panel

Constitution

1. A Student Disciplinary Appeal Panel shall be an ad hoc committee of the Council, appointed under Statute C, VI, 4, following an appeal under Regulation P10, 23. Paragraphs 2-6 of Regulation P10 shall apply, subject to the following:
   (a) the Chair of any Panel shall be legally qualified;
   (b) there shall be no student members.

Jurisdiction

2. An Appeal Panel shall have jurisdiction to hear any appeal against any decision of a Disciplinary Committee made under Regulation P10, 21, other than any decision to refer a student to the Senior Tutor under Regulation P7 (fitness to study). An appeal hearing shall comprise a re-consideration of the decision(s) appealed under paragraph 3(a).

Notice of appeal

3. Notice of appeal under Regulation P10, 23 shall contain a statement of:
   (a) the decision(s) appealed;
   (b) the issue(s) which the student or any designated officer intends to raise before the Panel; and
   (c) any evidence which the student or any designated officer intends to submit to the Panel; provided always that evidence may only be submitted with the consent of the Chair, unless it was not available at the date of the hearing before the Disciplinary Committee.

Meetings

4. Paragraphs 14-19 of Regulation P10 shall apply to meetings of a Disciplinary Appeal Panel under this Ordinance.

5. The Panel shall be provided with copies of all formal written materials supplied to or created by the Student Disciplinary Committee under Regulation P10.

6. The student or any designated officer, and his or her representative, if any, may make submissions on the issues raised and any evidence submitted under paragraph 3(b) and 3(c), and the Dean or, in the case of a student debt, Bursar may respond.

7. The Appeal Panel shall conduct its deliberations in private. The Panel may make any decision that a Student Disciplinary Committee has authority to make under Regulation P10, 21. Its decision shall be final.
8. A record of the Panel’s decisions and reasons shall be sent by the Secretary as soon as practicable to:
   (a) the Chair of the Student Disciplinary Committee;
   (b) the Dean, except in the case of a student debt;
   (c) the Bursar, only in the case of a student debt;
   (d) the Senior Tutor;
   (e) the student or any designated officer concerned;
   (f) any representative, provided that he or she has been nominated by the student or officer to receive such notice;
   (g) the student’s Tutor or, where applicable, the Senior Treasurer, if any, of the club or society of the designated officer.
REGULATION P12

Complaints Against the College

The Student Complaints Officer

1. The Student Complaints Officer shall be the Senior Tutor or another person he or she appoints to act as deputy.

2. A student shall not normally raise a complaint with the Complaints Officer without first seeking information, advice and guidance from any one or more of the following:
   (a) the student’s Tutor
   (b) another member or members of the Pastoral Team.
   (c) Director of Studies;
   (d) an officer of SSCSU or CUSU;
   (e) any other relevant Fellow or member of staff of the College or University.

3. In particular, comments or suggestions on matters of College policy, or day-to-day practice, may be addressed either directly, with the member of staff responsible in the area of provision, or with the Senior Tutor or the student’s Tutor, or through any student representatives on College committees: normally, the Governing Body, College Council, Building Committee, Development Committee, Education Committee, Health & Safety Committee, Investments Committee, Kitchen & Establishment Committee, Library & Information Committee, Student Welfare Committee.

Application of procedures

4. Any complaint made under these procedures shall normally be raised within one month of the date of the acts or omissions or other circumstances giving rise to the complaint. Where more than two months have elapsed, the Student Complaints Officer shall have discretion to rule that a complaint is stale and shall not be entertained, on the grounds that a substantial period of time has elapsed since the last of the acts or circumstances complained of, and that it is unreasonable to allow the complainant to pursue the complaint.

5. No student shall be disadvantaged in respect of his or her membership of the College by raising a complaint in good faith. If relevant circumstances arise, the student may raise a further complaint under this Regulation.

6. No student shall be disadvantaged in respect of their membership of the College by being subject to a complaint, and shall at all times have the benefit of these procedures; provided always that where a complaint is upheld against the student under this Regulation any remedy or sanction which is agreed or recommended may be applied and enforced.

7. A complaint raised under this Regulation shall normally be treated in confidence by the College at all stages of these procedures; provided that where the Complaints Officer or his or her deputy reasonably considers that it is necessary to reveal the identity of the
complainant or the nature of the complaint to another person for the purposes of conducting a fair and expeditious enquiry, or for promoting settlement or redress, the complainant shall be informed in advance and his or her consent sought. Where consent is unreasonably refused, the complaint shall be treated as withdrawn.

8. The College reserves the right to reveal any confidential information without the consent of the complainant in exceptional circumstances, such as the necessity to report a criminal offence.

Remedies

9. Without prejudice to the final decision on the complaint, a complainant shall be invited to indicate at an early stage the nature of the remedy that he or she would accept as settling the complaint or as providing appropriate redress.

10. Where a complaint is upheld the nature of redress shall be appropriate to the particular circumstances, and shall normally include one or more of the following:
   (a) a written or verbal explanation or apology;
   (b) correcting or remedying the matter complained of, where that is appropriate and practicable;
   (c) financial compensation;
   (d) disciplinary action initiated against a student, Fellow or other member or member of staff of the College;
   (e) a change in College policy or practice.

Informal resolution

11. Any complaint to the Complaints Officer shall be raised in writing and include full details. The Officer shall acknowledge receipt within seven calendar days.

12. The Complaints Officer shall investigate a complaint expeditiously. He or she shall inform the person or persons against whom the complaint is made (‘the respondent(s)’), or who is responsible for the relevant area of College provision, and invite him, her or them to provide a written statement in response. The complainant may see any such statements, and the other parties shall be so informed when invited to submit them.

13. Within twenty-one calendar days of the complaint being made, the Complaints Officer shall reply to the complainant with a statement of his or her decision, the reasons and, if the complaint is upheld, any remedy proposed under paragraph [10]. Any remedy shall be applied as soon as practicable.

14. Where a complaint is made against the Senior Tutor, or he or she is involved as the member of staff responsible in the relevant area of College provision, the complaint shall be made in writing to the Master, who shall appoint an alternative Complaints Officer.

15. The complainant may withdraw the complaint at any time before the Complaints Officer provides a written reply under paragraph [13].
Formal complaints: Student Complaints Committee

16. Where the Complaints Officer is unable to resolve a complaint, the complainant may require the Officer to refer the complaint to the Council, which shall appoint a Student Complaints Committee to undertake an independent investigation and make a decision. The Officer may refer any complaint to the Council in a serious case, or where in the circumstances informal resolution procedures are unavailable or impracticable.

17. A Student Complaints Committee shall comprise:
   (a) the Master or Vice-Master, as appropriate, who shall be Chair;
   (b) one Fellow who is a member of the Governing Body; and
   (c) one further Fellow or the President of the JCR or the President of the MCR, as the complainant chooses.

   No person who is involved in the matter about which the complaint is made shall be a member of the Committee. Where the Master or a student President is thereby disbarred, he or she shall be replaced, respectively, by the Vice-Master or where necessary another Fellow appointed by the Council, or by a student appointed by the Council in consultation with SSCSU or the MCR.

18. The appointment of any member of a Student Complaints Committee may be challenged for good cause by the complainant, or by the respondent(s), or by the member of staff responsible in the relevant area of College provision. The Council shall determine whether the challenge is justified and its decision shall be final. Where necessary it shall appoint an alternate member.

19. The Student Complaints Committee shall receive a copy of all documentation relating to the complaint. The Chair shall inform all parties in writing that the Committee has been constituted, of its membership and of the date on which it shall conduct a hearing to investigate the complaint. All parties shall be invited to make further written submissions to the Committee.

20. A copy of all written evidence and any further submissions shall be circulated to all parties at least seven calendar days before the date on which the Student Complaints Committee meets. Any party to the complaint may attend any hearing of the Committee, and may be accompanied by a supporter, but may not engage legal representation. The Committee may, if it thinks fit, take witness evidence, either in person or in writing, from any other person or persons.

21. The Committee shall reach a decision by majority vote as soon as practicable and in any event within twenty-eight calendar days of the date when the complaint is referred to the Council under paragraph [16]. The Committee shall provide all parties, and the Complaints Officer, with a full written statement of its decision(s), the reasons and, if the complaint is upheld, any remedy proposed under paragraph [10]. Any remedy shall be applied as soon as practicable. If the complaint is not upheld the complainant shall be informed of his or her right to seek an external review under paragraph [23].
22. The complainant may, with the consent of the Chair of the Student Complaints Committee, withdraw the complaint at any time before the Committee provides a written statement under paragraph [21].

External review

23. If the complainant is dissatisfied with the decision of the Student Complaints Committee he or she may normally seek a review by a Complaints Review Committee under paragraphs 24-27; provided always that the College reserves the right not to appoint a Review Committee, but to issue a ‘Completion of Procedures’ letter under paragraph 30(b), in any case in which it considers such a review to be disproportionate to the nature of the complaint and/or to any remedy which the complainant might reasonably expect to be awarded.

24. A complainant seeking a review by a Complaints Review Committee shall give notice in writing to the Secretary to the Council within seven calendar days of receiving the decision of the Student Complaints Committee, stating the grounds for the request. A review may be requested only for the purposes of considering:
   (a) the procedures conducted by the Complaints Committee;
   (b) whether the decision of the Complaints Committee was reasonable;
   (c) new evidence which the complainant was unable, on reasonable grounds, to provide at an earlier stage.

25. The Council shall appoint a Complaints Review Committee as soon as practicable, comprising three suitable members appointed by the Council, at least one of whom shall have a professional legal qualification and shall act as Chair. No member of the Committee shall be a Foundation Fellow; nor any person who at the time is a student, employee or consultant of the College, or a non-Foundation Fellow, alumnus or other person providing services to the College.

26. The Complaints Review Committee shall not hold any further investigation into the complaint or re-consider the issues unless further evidence has been submitted. The Committee shall normally conduct its review on the basis of the written record of the previous proceedings, but may hear submissions from the complainant in person if it thinks that doing so is necessary or desirable. The complainant may be accompanied by a supporter, but may not engage legal representation.

27. The Complaints Review Committee shall reach a decision by a majority vote as soon as practicable, and in any event within three months from the date when the formal complaint was referred to the Council under paragraph [16]. The Committee shall provide all parties, and the Complaints Officer, with a full written statement of its decision(s), the reasons and, if the complaint is upheld, any remedy proposed under paragraph [10]. Any remedy shall be applied as soon as practicable.

Termination of procedures
28. At any time, the Complaints Officer, or the Chair of a Student Complaints Committee or Complaints Review Committee, may in consultation with the Statutory College Officers formally terminate any current proceedings under this Regulation, on the grounds that the complaint:
(a) is of a frivolous, vexatious or malicious nature;
(b) does not concern any matter of institutional provision by the College falling under Ordinance C,XV,1 and lies outside the scope of these procedures according to clause C,XV,3;
(c) is for any other reason not properly brought under Ordinance C,XV and this Regulation.

29. Where the College terminates procedures under paragraph [28] it shall inform the complainant of:
(a) the College’s reasons for terminating the procedures; and
(b) the complainant’s right of further review, under paragraph 31(c).

Further review by the OIA

30. When:
(a) the Student Complaints Committee or the Complaints Review Committee, as relevant, has made a final determination under paragraph [21] or [27]; or
(b) the College has exercised its right under paragraph [23] not to appoint a Review Committee; or
(c) the College has terminated proceedings under paragraph [28];
the College shall write a ‘Completion of Procedures Letter’ for the purposes of any request to the Office of the Independent Adjudicator (OIA). The letter shall set out the issues that have been considered at each stage, and the decisions and reasons therefor.

31. The College shall inform the complainant of:
(a) the right to request the OIA to conduct a review of any complaint which has not been upheld;
(b) the time limits and procedures set by the OIA; and
(c) where and how to find further help or support for any application.

Relationship with other College procedures

32. The College Complaints Officer or his or her deputy under paragraphs [1] or [14], or the Chair of a Student Complaints Committee under paragraphs 16-22, may at any time refer a complaint to any other relevant College procedures under these Ordinances, and in such case shall normally discontinue any proceedings under this Ordinance.

33. Where a complaint is terminated under paragraph [28], or not upheld by a Student Complaints Committee or Complaints Review Committee, and the College considers that the complaint was of a frivolous, vexatious or malicious nature, it reserves the right to refer the complainant to the Dean, under Ordinance C,XIV and Regulation P9.

Relationship with University procedures
34. As provided for in Ordinance C,XV,1], this procedure shall concern complaints about the institutional provision of the College; an independent University procedure concerns complaints about the institutional provision of the University. Accordingly, as stated in both Ordinance CXV,3(c) and the University procedures, a particular complaint shall not normally be brought under both the formal procedures of the College and those of the University.

35. It shall be the responsibility of the complainant, in consultation with the Student Complaints Officer of the College under paragraphs 11-13, to decide whether a formal complaint about a particular matter is properly brought against the College or the University; provided that:
   (a) where the complainant is affected both by some matter of institutional provision which is the responsibility of the College, and by a related matter which is the responsibility of the University, the complainant may lodge complaints against both the College and the University; and
   (b) paragraph [28] (termination of procedures) shall apply at all times.

36. Where a student raises a complaint under University procedures, the College shall, whether or not the student raises a related complaint against the College under this Ordinance:
   (a) ensure that the student is given appropriate pastoral support while participating in the University procedures; and
   (b) reserves the right not to support the substance of a complaint against the University which the College considers unwarranted;
   (c) reserves the right not to uphold any complaint made against the College, irrespective of the outcome of any related complaint made under University procedures.
REGULATION F1

Scholarships, Exhibitions and Prizes

1. This Regulation is made under Ordinance D,XII,4-7.

Scholarships and Exhibitions

2. A Scholarship shall be awarded to any:
   (a) undergraduate student; or
   (b) LLM, MCL, MAST or BTh student, or any other student pursuing a taught graduate course;
   who is placed in any University Tripos or final examination which is Classed and/or publishes an Order of Merit either:
   (i) in the top quartile of the relevant Order of Merit; or
   (ii) in the First Class, for any examination where no Order of Merit is published.

3. An Exhibition shall be awarded to any student falling within paragraph 2(a) or 2(b) who is placed likewise:
   (a) within the 26-35 th percentile; or
   (b) at least 30 percentiles higher than the student achieved in his or her immediately previous University examination; or
   (c) two Classes higher than the student achieved in his or her immediately preceding examination, for any examination where no Order of Merit is published.

4. A Scholarship or Exhibition shall be held for one year. No student may be awarded both a Scholarship and an Exhibition in the same academic year. Students shall be eligible for the award of a Scholarship or Exhibition in respect of each year of their courses.

Academic Prizes

5. Annual Tripos Prizes shall be awarded in recognition of examination success above the Scholarship standard under paragraph [2].

6. Tripos Prizes shall be awarded only for performances in University Tripos examinations and fourth-year integrated Master’s examinations (i.e. Engineering including Chemical Engineering and Manufacturing Engineering, Natural Sciences, Mathematics and any similar Master’s examinations introduced by the University hereafter).

7. Tripos Prizes shall be awarded to any undergraduate student who is placed in an eligible University examination for Honours within the 1 st-10 th percentile of the relevant Order of Merit, for any examination in which such Order is available.

8. Graduate Prizes, for excellence in University examinations above the Scholarship standard under paragraph [2], by graduate students pursuing taught Master’s courses such as the LLM, MCL or MASt, may be awarded by the Graduate Tutors from year to year, according to published criteria.
9. Where a monetary Prize Fund is established in the name of a donor and/or in a defined subject or subject area, a Prize or Prizes in that name and/or in that subject shall be awarded each year, according to the value of the available funds; unless there are no eligible recipients in that year. Any monies from an established Prize Fund which are unexpended on its purposes in any year may be used for the award in that year of Prizes under paragraph [10].

10. A student who qualifies for a Prize in a subject for which there is no established monetary Prize Fund shall be awarded a Prize in the name of the College.

11. A student may be awarded both a Tripos Prize or Graduate Prize and a Scholarship in the same academic year.

Other Prizes

12. The Council may from time to time award other Prizes, in recognition of achievement in extracurricular activities, events or competitions, such as for poetry, reading or music.

Financial value

13. Scholarships, Exhibitions and Prizes shall carry a monetary value determined by the Council from time to time.
Tuition fees

1. For the purposes of Ordinance D,XIII,2 (undergraduate fees):
   (a) the College shall have authority to act as the agent of the University for the purposes of collecting the University tuition fee;
   (b) the University and College tuition fees may be expressed in the offer of admission either:
       (i) as a combined fee, in the case of any Home/EU student admitted to study for his or her first undergraduate degree, or admitted to study architecture, medicine or veterinary medicine, whether or not he or she holds another degree; or
       (ii) as two separate fees, in all other cases.

2. For the purposes of Ordinance D,XIII,3 (graduate fees):
   (a) the College shall have authority to act as the agent of the University for the purposes of collecting the University Composition Fee;
   (b) the University Composition Fee and any College tuition fees shall be expressed in the offer of admission as two separate fees.

3. Further to his or her financial undertaking under Ordinance D,XIII,1, every student, whether undergraduate or graduate, admitted to the College shall be deemed to have either:
   (a) arranged for all or part of the tuition fees due in respect of his or her course of study to be paid directly to the College by a third-party sponsor acceptable to the College; and/or
   (b) undertaken legal liability to pay all, or all the unsponsored, such fees personally.
   Acceptable third-party sponsors shall normally mean Student Finance England, or a UK Research Council, or some other UK or overseas public body, or a private sponsor (other than a parent, family member or friend) such as a public corporation or charity.

4. Any student, whether undergraduate or graduate, who has arranged sponsorship for some or all tuition fees under paragraph 3(a) shall:
   (a) by a date determined in his or her case by the Student Finance Manager (SFM), provide the SFM with documentation from the third party confirming the nature of the sponsorship, and its duration and amount; and
   (b) take all due steps to ensure that the relevant payment of tuition fees is made directly to the College by the sponsor in a timely manner.

5. In default of providing documentation under paragraph 4(a) and/or insofar as the documented sponsorship does not cover all the tuition fees due, or payment is not made in a timely manner according to paragraph 4(b), the student shall be deemed to be personally responsible for making due payment of the fees in accordance with this Regulation.
6. An undergraduate student who has not arranged sponsorship for some or any tuition fees under paragraph 3(a) shall be charged personally for the unsponsored full or part tuition fees due, normally on their termly College bill, payable in three equal instalments.

7. A graduate student who has not arranged sponsorship for some or any tuition fees under paragraph 3(a) shall be charged personally for the unsupported full or part tuition fees due, payable in full in advance at the start of each academic or calendar year, depending on the date of commencement of the student’s course. Graduate tuition fees may not be paid prior to coming into residence.

Academic and non-academic fees

8. Students, both undergraduate and graduate, shall be charged personally, normally on the termly College bill, for the payment of academic and non-academic fees under Ordinance D,XIII,4-5. Each item shall be identifiable on the bill as either academic, under clause [4] or as non-academic, under clause [5].

9. Academic and non-academic items on the College bill may be charged, and payable, part in arrears and part in advance, as determined by the SFM according to the nature of the item.

Initial deposit

10. An initial deposit shall be payable by each first-year student, whether undergraduate or graduate, in his or her first term of residence, and shall be payable in addition to all other fees for that term. The amount of the initial deposit shall be determined according to a policy set from time to time by the Bursar and the Senior Tutor, and notified to the student in his or her offer of admission.

11. An initial deposit shall be offset against the student’s final bill in his or her final term of residence. The College reserves the right to manage the charges to a student’s final bill, including estimated charges, so as to ensure that payment of the bill, together with the initial deposit, will settle in full the student’s liabilities to the College prior to his or her graduation.

Settlement of College bills and other debts

12. A student shall not be deemed to have settled a financial liability until the relevant funds are cleared into the College bank account notified to the student for this purpose. The College reserves the right to pass on to a student any applicable transaction charges against the College made by any intermediary organisation, such as a credit card company.

13. Students, both undergraduate and graduate, shall normally be billed quarterly, at the start of each term and at the start of the summer vacation. The SFM shall have authority on behalf of the Council to determine the date or dates by which students shall normally pay advance tuition fees, initial and advance deposits, and termly College bills, and to determine the manner of such payment.
14. Payments to the College shall be applied to the settlement of students’ financial liabilities in the following order:
   (a) any loans made by the College to a student;
   (b) academic and non-academic fees under Ordinance D,XIII,4-5, other than accommodation fees;
   (c) accommodation fees;
   (d) tuition fees under Ordinance D,XIII,2-3.

15. In accordance with Ordinance D,XIII,9(b)(i)-(ii), the SFM shall have discretion, in consultation with the Senior Tutor and under the supervision of the Bursar, to make reasonable alternative arrangements with an individual student to make due payment according to his or her circumstances, on a confidential basis. A student who is experiencing financial hardship may be offered appropriate financial support by the College under Ordinance D,XII, clauses 8(b) and [11].

16. Every student shall settle his or her College bills and other debts in such manner, and in accordance with such timetable, as the SFM reasonably determines, either generally or in his or her case. Late payment may incur a daily fine until due payment is made. Students may not normally carry forward financial liabilities from one academic year to the next. Persistent failure to settle outstanding debts shall be a breach of contract and may result in a withdrawal of services by the College, in accordance with Ordinance D,XIII,7-8 and [11] and Regulation F3.
REGULATION F3

Student Debt Procedures

Final warnings

1. Where the Student Finance Manager (SFM) considers that, in breach of Ordinance D,XIII,1 and Regulation P2,19, a student has persistently failed to settle their outstanding financial liabilities without good cause, taking into account any alternative arrangements for payment made under Regulation F2,19, the SFM shall send the student concerned a final written warning requiring payment in full in accordance with the terms of the warning.

2. Where a student fails to make due payment in accordance with a written warning issued under paragraph [1], the SFM shall refer the case to the Bursar for further consideration.

Investigations by the Bursar

3. Where a case of student debt is referred to the Bursar, they shall summon the student concerned to an initial investigation meeting for the purposes of resolving the nature and amount of their liabilities informally; and of reaching an agreement for the student to pay in full, by a specified date, any debt for which the Bursar considers that the student is properly liable. An agreement may include such terms or conditions for payment as the Bursar considers reasonable and appropriate in the student’s circumstances.

4. Where no agreement is reached under paragraph [3], or the debt is not paid in full by the specified date, the Bursar shall summon the student to a Student Debt Review Meeting, giving the student at least 48 hours’ notice of the Meeting.

5. At a Student Debt Review Meeting the Bursar shall:
   (a) explain the full nature of the student’s financial obligations, under their contract with the College and the relevant Ordinances and Regulations;
   (b) explain the nature and range of academic and/or non-academic services that may be withdrawn from the student under paragraphs 8-14, either by the Bursar or, if the case is referred to a Student Debt Committee under 5(d)(iii), by that Committee;
   (c) invite the student to reach an agreement, or further agreement, in accordance with paragraph [3], and warn the student that should an agreement made at this Meeting subsequently be dishonoured the student shall immediately be referred to a Student Debt Committee;
   (d) decide whether to:
      (i) make an agreement or further agreement with the student; or
      (ii) withdraw certain academic and/or non-academic services, within the Bursar’s authority under paragraph [10]; or
      (iii) refer the case to a Student Debt Committee under Ordinance D,XIII,9(e) and Regulation P10, on the grounds that action falling outside the Bursar’s authority is likely to be required in the circumstances;
   (e) explain the right under paragraph [7] to appeal against any decision of the Bursar at this Meeting;
(f) explain the implications of laying a related complaint under paragraph [15].

6. Not later than seven calendar days after a Student Debt Review Meeting the Bursar shall record his or her decisions in writing, giving reasons, and shall send a copy to the student concerned, the Senior Tutor and the SFM, and shall include a notice of the student’s right to appeal under paragraph [7] against any withdrawal of services.

**Appeal**

7. A student may appeal to a Student Debt Committee under Ordinance D,XIII,9(d) and Regulation P10,7(b) against any withdrawal of services by the Bursar under paragraphs 5(d)(ii) and [10], by giving notice in writing to the Senior Tutor within five calendar days of the date of the Bursar’s decision.

**Withdrawal of services**

8. Academic services which may be withdrawn under Ordinance D,XIII,7-8 shall include:
   (a) access to academic facilities, in particular the Library and Computer Suite;
   (b) direction of studies, supervisions and other teaching provision;
   (c) the issue of University transcripts, or certificates, diplomas or other awards;
   (d) Confirmation of Acceptance for Studies (CAS) for the purposes of Tier 4 Visa renewal;
   (e) the right to remain in or return into residence in the University, either for a temporary period or permanently (‘rustication’: see Ordinance B,XXI,5-6);
   (f) permission for admission to a degree (graduation).

9. Non-academic services which may be withdrawn under Ordinance D,XIII,7-8 shall include financial, social and domestic matters, such as:
   (a) payment of a Studentship, Scholarship or other academic award;
   (b) payment to the student personally of any grant or award, including any admission bursary or any hardship payment, and the substitution of payment towards an outstanding debt;
   (c) the right to make catering, Hall or any other charges to a student’s College account, including the facility to make payments on a student’s University Card;
   (d) IT facilities in a student’s College accommodation;
   (e) the right to live in College accommodation, resulting in termination of a student’s Occupancy Agreement and eviction from College accommodation.

10. The Bursar may withdraw any academic service under paragraph [8] other than the right to remain or return into residence; provided always that he or she may withdraw an academic service only in consultation with the Senior Tutor. The Bursar may withdraw any non-academic service under paragraph [9] other than the right to live in College accommodation.

11. A Student Debt Committee may withdraw any academic or non-academic services under paragraphs [8] and [9]. In particular, if it considers that a financial undertaking submitted in accordance with Ordinance D,XIII,1 was made in bad faith it shall normally withdraw permanently the right to remain in or return into residence, under paragraph 8(f).
12. Services, whether academic or non-academic, may be withdrawn indefinitely or for a specified period, and shall normally be reinstated upon payment in full of all outstanding debts.

13. The College reserves the right to deem that a student has voluntarily withdrawn from his or her course in any case where the financial liabilities of the student, other than \( de \ minimis \) liabilities, remain unpaid at the end of the academic year next after the academic year in which they were incurred. In any such case, the Bursar, in consultation with the Senior Tutor, may cause the name of the student to be removed from the University Student Register.

14. The College further reserves the right in all cases to refer any student debt to an external debt collection agency or to take legal action in the courts, in order to recover the debt or, where relevant, to secure eviction from College accommodation; and to pursue any other legal action open to it. In any such case, debt recovery fees, or court or other costs, shall be charged to the student concerned and added to their debt.

Related complaints

15. Where a student lays a complaint under Ordinance C,XV relating to the provision of College teaching, or other academic or non-academic services, facilities or expenditures, for which they are liable to pay fees under Ordinance D,XIII,1, the College shall normally pursue its remedies for any student debt in parallel with the complaints procedures; and may withdraw services accordingly, pending a final decision on the complaint, including where relevant a decision by the Office of the Independent Adjudicator. Any fees overpaid in the light of such final decision shall be repaid to the student immediately.
REGULATIONS (GENERAL)

REGULATION G1

Study Obligations

Direction of studies

1. Any student to whom this Regulation applies under Ordinance C,XII,1 shall attend all regular and one-off Direction of Study meetings, whether individual or in groups, including in particular formal meetings held at the beginning and end of each term, unless excused by their Director of Studies.

2. A student shall respond promptly to correspondence from their Director of Studies, and with all administrative requirements, whether of the College or the University, such as examination enrolment, or teaching and learning questionnaires.

3. A student shall comply with all instructions given by their Director of Studies on academic matters, and take into account any further advice or guidance.

Supervisions, lectures and use of facilities

4. In accordance with the annual study plan agreed with their Director of Studies, every student shall, unless excused under paragraph [5], attend:
   (a) University lectures, practicals or project work, as relevant;
   (b) College supervisions, and/or any equivalent individual or group contact teaching, conducted by Supervisors appointed by the Director of Studies;
   (c) any remedial or supplementary sessions with a College Study Skills Teaching Associate.

5. A student may only be absent from any compulsory elements of their study plan for good cause, such as illness or other substantial reason. A student shall provide as much notice as possible of such absence, to the relevant Faculty or Department, Supervisor and Director of Studies.

6. A student shall, for each supervision, practical or equivalent provision, or for any study skills session:
   (a) be fully and properly prepared for participating;
   (b) arrive promptly and participate actively;
   (c) agree deadlines with the Supervisor or other staff for any prepared written or practical work;
   (d) complete work in accordance with agreed deadlines, unless prevented for good cause from doing so;
   (e) where unable to complete work on time, or at all, to inform all relevant persons as early as possible.

College examinations and tests
7. A student shall sit any College examination or test set or authorised by their Director of Studies. Achievement of a set standard may be made a condition for remaining in residence on the student’s course of study.

Plagiarism and good academic practice

8. A student shall conform to the academic conventions used in the University. A student shall read and ensure that they understand the University’s guide to ‘Good Academic Practice and Plagiarism’ and his or her individual responsibilities under it.

Employment

9. No student may work in any paid employment during Full Term, other than academic-related or College-related activities as follows. An undergraduate student or a graduate student pursing a Master’s course, may work in the College Students’ Bar for not more than six hours per week. A graduate student pursuing a PhD may work up to six hours per week in total, either in the Students’ Bar and/or in academic activities authorised by the Council, such as undergraduate supervising, provided that the student has the permission of their University supervisor.
General principles

1. All students shall at all times conduct themselves in accordance with prevailing standards of civilised behaviour, and in accordance with the Statutes, Ordinances and Regulations of the College; and shall seek to ensure that:
   (a) College members and staff live and work in a safe, secure, friendly and courteous environment;
   (b) College property is protected for the enjoyment of current and future generations of College members;
   (c) the College maintains a high reputation in the world, both as an educational institution and as a community of good neighbours at a local, national and international level.

Rules of conduct

2. Further to paragraph [1]:
   (a) no student shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities or functions of the College or its members, or of any other college or its members;
   (b) no student shall intentionally or recklessly endanger the safety, health or property (including computer stored data or programmes) of, or use violent or threatening behaviour towards:
      (i) any member or member of staff of the College;
      (ii) any visitor to or guest of the College;
      (iii) any person or corporate body in the neighbourhood of the College;
      (iv) any member, member of staff, visitor to or guest of another college when the student is on the premises of such college;
   (c) no student shall act in a disorderly manner, in particular where under the influence of drink or drugs or other behaviour-altering substances:
      (i) on College or University property or premises, including College-owned student accommodation;
      (ii) on any other college property or premises;
      (iii) in any part of the City of Cambridge;
      (iv) towards any member or member of staff of the College, or any visitor to or guest of the College, or any person in the neighbourhood of the College;
   (d) every student shall, in accordance with Statute B,VIII,4-5, comply with any instruction issued by a College Officer or other person in authority in the College, and shall assist all such persons when reasonably requested to do so.

3. A student shall be responsible for the conduct on College premises of any guest which that student has invited into the College, and may be held responsible under these Regulations for any conduct of that guest which would form a breach of the Regulations were it to be committed by the student himself or herself.
4. All students shall, when reasonably requested to do so, identify themselves to any College Officer or Fellow or member of staff of the College.

5. Any complaint of misconduct, or of any breach of the Statutes, Ordinances or Regulations, may be reported to the Dean, who shall carry out such investigation, and take such action, as seems appropriate, in accordance with the relevant Ordinances and Regulations.
REGULATION G3

Formal Residence Requirements

Complying with University requirements

1. This Regulation is made further to Ordinance B,XXI,3-4. Students shall keep terms by residence, in accordance with University Regulations, by residing within the Precincts of the University for the required number of nights during each University Term. Calendar dates for each University Term, and Full Term, are published on the University website, and shall be notified to students of the College by the Tutorial Office.

2. Residence requirements shall be satisfied by residing during the whole period of Full Term.

3. A student may go out of residence during Full Term; provided that any undergraduate student shall:
   (a) sign out the relevant nights, in the Residence Book in the Porters’ Lodge; and
   (b) for absences of more than two nights, apply for an Exeat (permission to go out of residence) from their Tutor, which may be refused.

   In all cases, any undergraduate or graduate student who goes out of residence during Full Term shall make up the relevant number of nights signed-out, by residing during the period of University Term that falls either side of Full Term.

4. Undergraduate students shall reside in an approved College residence under paragraph [5]. Graduate students may reside in any accommodation within the University Precincts.

Approved residences for undergraduates

5. For the purposes of keeping terms by residence, undergraduate students shall reside either in College or a College hostel, or in accommodation licensed by the University Accommodation Syndicate or in some other place within the Precincts of the University which has been authorised in writing by the Senior Tutor (‘external accommodation’), in accordance with Regulation G4.

College requirements

6. Further to paragraph [2], undergraduate students shall come into residence not later than midnight on the Sunday of the weekend prior to the start of Full Term, and shall go out of residence not earlier than the last Friday of Full Term.

7. Return into residence after the Sunday before Full Term requires advance permission from a student’s Tutor or Director of Studies, and shall only be granted in exceptional circumstances. The date on which a student goes out of residence in any Term shall be agreed in advance with the Housekeeping Manager and shall be known as agreeing Final Exeat.
8. All students living in College, whether undergraduate or graduate, shall sign the Residence Book in the Porters' Lodge upon first coming into residence, and immediately before going out of residence, each Term.

9. Subject to paragraphs 1-4, residence during a student’s standard Period of Residence, as specified under Regulation G5, shall normally be sufficient to satisfy formal residence requirements under this Regulation.

10. For an undergraduate student who goes out of residence during Full Term, a supervisor/teacher is not obliged to reschedule any previously arranged supervision, or equivalent individual contact teaching, except in the case of an emergency.

**Points based immigration**

11. Any student, whether graduate or undergraduate, whose permission to study in the University is subject to visa requirements imposed by the UK Border Agency shall comply with the terms of the visa. In particular, the student shall:
   (a) formally register with the College and the University at the start of their course and regularly thereafter, in accordance with the timetable set from time to time under immigration sponsorship duties;
   (b) where required by their conditions of entry or residence, register with the police and keep such registration up to date;
   (c) ensure that he or she is aware of any changes to the original visa requirements and notify the College accordingly.

12. Any student who fails to comply with paragraph [11] shall not be permitted to continue their studies, and may be liable to deportation.
REGULATION G4

Accommodation and Rooms Ballot Policy

Undergraduate Accommodation Policy

1. All first-year students, other than mature students, shall live in College accommodation, which shall be allocated randomly by the Tutorial Office to each student, after they have accepted the offer of admission and prior to coming into residence.

2. Second, third and fourth year students, other than mature students, shall normally reside in College accommodation, allocated by the annual Rooms Ballot in accordance with paragraphs 4-9.

3. Exceptionally, second, third and fourth year students may reside in accommodation not provided by the College (‘external accommodation’), provided that the student complies with the ‘living-out’ policy under paragraphs 10-17.

Undergraduate Rooms Ballot

4. College accommodation for second, third and fourth year undergraduate students shall be allocated by ballot, in accordance with the annual Rooms Ballot policy and procedures, as approved from time to time by the Council. The annual ballot shall be conducted by the Tutorial Office in conjunction with the two SSCSU representatives, including the SSCSU Accommodation Officer.

5. Any student who will be living in external accommodation, or who withdraws from the Rooms Ballot for any other reason, shall not be included in the annual ballot. Students who will be in their Clinical Studies for Medicine or Veterinary Medicine shall transfer to the Graduate Office, and shall be allocated accommodation according to the applicable procedures.

6. The ballot for second and third year undergraduate students shall normally be held at the end of the Lent Term of their previous year. The ballot for fourth year students shall normally be held after the end of the Easter Term and the publication of all examination results. Names shall be drawn at random by an appropriate computer programme, operated by the Electronic Information Officer. The draw shall be conducted live for second and third year students, and remotely, by text or email, for fourth year students.

7. Special rules for the allocation of accommodation shall apply to students who are returning to studies after a period of intermission, according to criteria and processes approved from time to time by the Senior Tutor. Allocation may take place within or outside the Rooms Ballot procedures.

8. Any student holding a Student Support Document prepared by the Disability Resource Centre may, where appropriate, apply to the Senior Tutor for suitable accommodation, under Ordinance C,XIII,1-4 and Regulation P5. Special needs accommodation shall be
allocated according to criteria and processes approved from time to time by the Senior Tutor. Allocation may take place within or outside the Rooms Ballot procedures.

9. The allocation of rooms in any other exceptional cases, such as the President of the JCR or the Organ Scholars, shall be dealt with under the annual Rooms Ballot policy, as approved by the Council from time to time.

‘Living out’

10. Permission for an undergraduate to ‘live out’ shall not be unreasonably withheld, but shall not be granted unless the College is satisfied that any proposed arrangements comply with the University’s conditions for residence.

11. An application for permission to reside in external accommodation shall be made to the Senior Tutor as soon as practicable; and in any event no later than two weeks before the date set in any particular year for holding the annual Rooms Ballot under paragraph [6] or, in the case of a first-year mature student, the time when he or she accepts the offer of admission.

12. An application under paragraph [11] shall include evidence that:
   (a) the accommodation is available to the student for the full period of residence of the forthcoming academic year, i.e. from the Saturday preceding the start of Michaelmas Full Term to the first Sunday after the end of Easter Full Term; this provision shall be satisfied either by an appropriate occupancy agreement or by a signed letter from the owner or principal tenant of the property;
   (b) the location and standard of accommodation is suitable for a student of the University to live and study in, and to comply with all their obligations as such student; in particular:
      (i) where a student is not in sole occupation of his or her bedroom, an independent study room must be available to them;
      (ii) where a student is living in communal accommodation, there must be adequate provision for kitchen, bathroom and lavatory facilities for all residents;
      (iii) there must be full compliance with fire and hygiene requirements, as specified by the City Council.
   (c) in the opinion of his or her Director of Studies the student’s academic progress will not be hindered by living in external accommodation.

13. Verification of the matters referred to in paragraph 12(b) may require access to the proposed accommodation by the Domestic Bursar or a delegated member of the Housekeeping Department.

14. Where a student enters the annual Rooms Ballot, and is allocated a room for the forthcoming academic year, and then applies for and is granted permission to live in external accommodation, he or she may become liable to a fine equivalent to a full term’s rent on the allocated room.

15. A student who is granted permission to live in external accommodation shall be required to:
(a) meet all such charges for the use of non-residential College facilities, including any Kitchen Fixed Charge, as are charged to all undergraduates generally;
(b) abide by the residence requirements of Statute B,VIII,4(c), Ordinance B,XXI,3-6 and Regulation G3; in particular, the requirements for signing the Residence Book and obtaining any requisite exeats.

16. A student who is granted permission to live in external accommodation shall undertake to accommodate himself or herself in external accommodation that complies with paragraph [12] for the remainder of the undergraduate course, and other than in exceptional circumstances, as determined by the Senior Tutor, may not enter any future Rooms Ballot for College accommodation.

17. A student who is granted permission to live in external accommodation shall not stay in College as the guest of another student other than in accordance with Regulation G7 (Overnight Guests).

18. In exceptional circumstances, including, in particular, circumstances arising under Ordinance C,XIII and Regulations P6 or P7, the College may require a student to live in external accommodation.

**Graduate accommodation policy**

19. A graduate student shall be entitled to apply for College accommodation:
   (a) for the first year of their studies only; and
   (b) provided that they have not previously occupied any accommodation provided by the University or any College while an undergraduate or graduate student.

20. College accommodation in a single room for one year only shall normally be offered to each first-year graduate student who accepts their offer by the end of the July prior to their admission. An annual ballot for students continuing into their second and subsequent years shall be held in the Lent Term, in respect of any graduate College rooms not already allocated to first-year students. The ballot shall be conducted by the Graduate Office in conjunction with the MCR representatives.

21. A graduate student with a partner may apply for a College Flat. Such flats shall be allocated according to criteria determined from time to time by the Graduate Tutors. Until further notice, no College accommodation shall be available for any student with children.

22. Any student holding a Student Support Document prepared by the Disability Resource Centre may, where appropriate, apply to the Graduate Tutors for suitable accommodation, under Ordinance C,XIII,1-4 and Regulation P5. Requests for specific accommodation shall not be entertained in any other case.
REGULATION G5

Occupancy of College Accommodation

Occupancy Agreements

1. Other than in the case of a Graduate Flat, College accommodation is for the exclusive use of the student to which it is allocated and shall not normally be shared or sub-let. In exceptional circumstances the Bursar may grant permission to sub-let for a limited period. Occasional guests may be allowed to stay overnight, under Regulation G7. Pets are not permitted under any circumstances.

2. Each student allocated a room in College, including any room in a College hostel, shall occupy it as a licensee at will under the terms of the College Undergraduate or Graduate Occupancy Agreement, as appropriate, for the time being in operation. The Occupancy Agreement shall stipulate the period of occupancy, the applicable payments and charges, the conditions for terminating the Agreement on either side, and any other relevant terms.

3. Each student shall sign an Occupancy Agreement, and return it to the Tutorial Office, normally on-line, prior to entering into occupation of any College room. Any student who enters into actual occupation of a College room without having signed and/or returned an appropriate Agreement shall be deemed to occupy the room as a licensee at will, under such terms as are normally applicable in the circumstances.

4. The College reserves the right to move the student from their room, either for unavoidable maintenance purposes, or under the authority of any Ordinance or Regulation.

5. The College reserves the right for its staff and authorised contractors to enter any room at any time in case of an emergency, and upon reasonable notice for maintenance purposes.

6. Each student shall be deemed to be aware of, and shall comply with, the Student Accommodation Handbook, as published on Sidnet and available in hard copy from the Tutorial Office. In the case of any conflict between the Handbook and the Statutes, Ordinances and Regulations of the College, the latter documents shall take precedence.

Periods of occupancy

7. A student shall be entitled to occupy their College accommodation during the standard Period of Residence.

8. The standard Period of Residence for undergraduates comprises ten weeks per University Term, to include the period specified under paragraph G3,6 and up to seven further nights, the dates of which shall be agreed individually in advance with the College Housekeeping Manager.

9. The standard Period of Residence for graduate students comprises the academic year between 1st October and 30th June. A graduate student may not normally enter into
occupation of their accommodation prior to the start of the academic year, unless their degree course officially starts earlier than the 1st of October.

10. Residence outside the standard Period, for tutorial or academic reasons, shall require permission from a student’s Tutor or Director of Studies, or the Graduate Office. Permission shall normally be granted; in particular, permission shall normally be given for:
   (a) residence during the Easter Vacation, for third and fourth year undergraduates preparing for their examinations; and
   (b) residence during any vacation, for a student engaged on academic-related work in the College, such as an internship.
   A student granted such permission shall not be entitled to remain in the accommodation he or she occupied during the standard Period of Residence.

11. Applications to reside outside the Period of Residence, with the relevant permission, shall be made to the College Housekeeping Manager, a reasonable time in advance. Any student who seeks to reside outside the standard Period without having made an appropriate application does so at his or her own risk, and may:
   (a) be denied access to any College accommodation; and/or
   (b) become liable to the College for its reasonable losses, such as the loss of vacation conference income.

Payment terms

12. Policy on standard charges for all student accommodation shall be determined annually by the Council, in consultation with SSCSU; and shall be notified to students by the Tutorial or Graduate Office, in particular at the time of the Rooms Ballot under Regulation G4.

13. Until further notice, charges for any standard Period of Residence shall be payable:
   (a) at a rate equal to 10 times the applicable weekly charge, by a date specified on the termly bill, for any undergraduate student;
   (b) in three equal instalments of the applicable nine-month annual charge, at the start of each University Term, for any graduate student, including any graduate student granted temporary permission to work away from the University.
   Where occasioned by the requirements of a student’s academic course, some minor variation to these charges may be made.

14. Graduate students residing in a flat shall pay an accommodation deposit of 10% of the nine-month annual charge, payable at the start of the academic year, in addition to any initial or advance deposit charged under Regulation F2,10-14.

15. Charges for occupation of student accommodation outside a standard Period of Residence shall be payable at:
   (a) a daily rate based on the weekly rate, for undergraduate students;
   (b) a monthly rate based on the nine-month annual charge, for graduate students.

16. Where a licence to occupy is terminated early under paragraphs 18-19, whether by the College or the student, the College shall seek to re-let the accommodation with immediate
effect for the remainder of the current Period of Residence. For any period during which
the property is so re-let, the College shall reimburse the student proportionately for any
standard accommodation charges previously paid under paragraph [13].

17. All charges under a College Occupancy Agreement, and any associated charges levied under
this Regulation, shall be listed on a student’s bill as non-academic fees, in accordance with
Ordinance D,XIII,5 and Regulation F2,8.

Termination of Agreements

18. The College may at any time terminate a student’s licence to occupy, and cancel the
Occupancy Agreement. The College shall not normally terminate a licence unless the
student is in breach of the terms of the Agreement. Reasonable notice to quit shall
normally be given, of not less than one week; but in exceptional circumstances the College
reserves the right to require a student to leave immediately.

19. A student may terminate an Occupancy Agreement early, by giving three months’ notice, to
include:
(a) a minimum of one complete University Term, in the case of an undergraduate student;
(b) any period of 13 weeks, in the case of a graduate student.
The student’s obligations under the Agreement shall continue until they return the keys of
the accommodation to the Porters’ Lodge and sign them in, in accordance with Regulation
G6,12.

Loss, damage and insurance

20. Each student shall agree an inventory of College property in the room at the start of the
licence to occupy. No furniture may be removed from any student room at any time. Any
loss of property from a room, whether the property belongs to the College or to the
student, shall be reported promptly to the Housekeeping Manager, Porters Maintenance
Manager or the Domestic Bursar.

21. Any damage to a student’s room, or to any associated communal room, or to any College
property in such room, shall be reported promptly to the Housekeeping Manager, Porters
Maintenance Manager or the Domestic Bursar. Damage, other than fair wear and tear,
caused during the period of a student’s occupancy may be charged to the student,
proportionately where relevant. In particular, the College reserves the right to charge a
student or students where damage that is not reported promptly gives rise to exceptional
maintenance expenditure.

22. The College shall not be held responsible for the loss or damage of any personal property of
the student during the course of his or her studies, whether living in College
accommodation or in external accommodation. Each student living in College
accommodation shall have the benefit of collective insurance for personal possessions
arranged by the College on behalf of such students, provided that any student may opt out
of such insurance by notifying the Student Finance Manager.
REGULATION G6

Fire and Security

Fire safety measures

1. Students shall at all times act with due precaution for the prevention of fire hazards or the risk of fire hazard, and shall respect and observe all fire safety measures established in the College; in particular, every student shall:
   (a) ensure that he or she is aware of the action that needs to be taken in the event of a fire;
   (b) avoid causing any obstruction to fire escape routes, especially staircases;
   (c) never wedge open any fire door.
   Students may consult the Head Porter for advice on fire prevention policy and practice.

2. Students shall at all times observe the safety code for the use of microwave and convection ovens, grills, kettles, toasters and any other kitchen appliances, as posted in every College kitchen. Only equipment provided by the College or approved by the College’s electrician shall be used in College kitchens. No cooking appliances shall be used in student bedrooms.

3. The following items, and any of a like nature, shall not be used in any part of student accommodation, whether private or communal:
   (a) hotplates, gas burners, frying equipment, rice or slow cookers, toasters;
   (b) naked flames, candles, lanterns, shisha pipes, incense or oil burners;
   (c) gas or paraffin operated heating equipment, portable gas appliances, fairy lights, or any extension leads.
   Electric space heaters may only be used with the prior approval of the Domestic Bursar.

4. Students shall familiarise themselves with the College fire safety video and fire evacuation routines and assembly points in the College, and shall follow these instructions immediately upon the sounding of any fire alarm. Every student shall immediately vacate the building and assemble at the designated point upon hearing any fire alert other than the routine weekly test of systems, but including any alert sounded for the purposes of a test evacuation of student accommodation.

Fire safety equipment

5. No student shall tamper or otherwise interfere with fire safety equipment, including fire extinguishers, other than in the proper use of it for fire prevention purposes. In particular, automated alarm and detection systems shall not be disabled or falsely activated.

6. Any student who damages any fire safety equipment, otherwise than in the proper use of it for fire prevention purposes, shall be liable for the cost of its repair or replacement, and shall be liable to disciplinary action for a serious offence, under Ordinance C,XIV and Regulations P9-P11.

Fire and Environmental Monitors
7. Student Fire and Environmental Monitors shall be appointed by the College, for each residential staircase on the main site and for each College hostel. A Fire Monitor shall:
(a) comply with College training procedures;
(b) inform residents on fire safety measures;
(c) help with fire safety inspections;
(d) provide assistance to College staff and residents during any fire evacuation procedures or during any general or specific security alert.

8. Environmental Monitors shall be responsible for promoting energy efficiency and recycling procedures in their staircase or hostel.

Security

9. A student’s University Card shall be used in College for the following purposes:
(a) access into and out of the College, where applicable;
(b) access to facilities within the College, where applicable;
(c) borrowing books from the Library;
(d) obtaining credit at the College Buttery or any other purchase point(s), so that a transaction may be entered directly into a student’s College account;
(e) any other purposes introduced by the College from time to time and notified to SSCSU.

10. No student shall lend his or her University Card to any other person, for any purpose. No student shall seek to pass off himself or herself as another student or other member of the University by fraudulent use of another person’s University Card. University Cards lost or found shall be reported to the Porters’ Lodge as soon as possible.

11. Students shall take care to ensure that the doors of residential staircases and other College buildings are kept closed and locked. Secure entry codes for College buildings and accommodation shall not be given to any person who is not a member or member of staff of the College. Students may challenge any unknown individual on the College premises to produce Visitor ID; any suspicious circumstance may be reported to the Porters’ Lodge.

12. Keys to student accommodation shall be signed out from, and returned and signed in to, the Porters’ Lodge whenever a student comes into or goes out of residence.

13. Fees may be charged, as non-academic fees under Ordinance D,XIII,5 and Regulation F2,8, for the loss of any key or University Card, or for the issue or late return of any spare key.

14. The College reserves the right, for reasonable security purposes, to interrogate the electronic access systems, and footage from the CCTV cameras, both live and recorded, to establish which cards were used to operate any particular lock at a given time, or to help identify persons on College premises. Such information shall normally be used only for security purposes, but may exceptionally be used in respect of activities which a reasonable employer has a duty to prevent, such as any breach of Health and Safety precautions that puts persons at serious personal risk.
REGULATION G7

Overnight Guests

Guest allowance

1. A student may invite up to three guests at any time to stay in College, up to a maximum of 12 guest-nights in total during any one standard period of residence. No individual guest may stay for more than three consecutive nights.

2. A guest may stay overnight in a booked College Guest Room, or in the student’s own room, or in the unoccupied room of another student(s) of the College; provided always that:
   (a) no more than one guest at a time may stay in any student room;
   (b) where relevant, the consent of such other student(s) is obtained in advance; and
   (c) the name(s) of guest(s) using a guest room and the date(s) of the visit, are recorded in an email sent to the Housekeeping Manager and the Porters at least five calendar days in advance;
   (d) the Porter on duty is informed of the guests staying in a student room.

3. The College reserves the right to require the guest of any student, or any person connected with the guest, who is not a member of the College, to leave the College premises, notwithstanding any payment he or she may have made to the College for accommodation. Such right shall not be exercised without reasonable grounds; in particular, a breach of this Regulation by the student-host of such guest.

Damage and loss

4. A student shall be held responsible for any damage to any College room, or to any College property, caused by a guest of that student or by any person connected with the guest, who is not a member of the College.

5. The College shall not be held responsible for the loss of or damage to any personal property of a student’s guest, nor for any loss or damage caused to others by the guest or by any person connected with the guest.
REGULATION G8

College Community, Vehicles and Weapons

College community

1. Out of courtesy and consideration for all members and staff of the College, no student shall cause annoyance or disturbance to others on College premises, including College gardens or a student’s own room; whether by playing music, or any ball game, or other game of a similar nature, or by holding gatherings, or by creating noise by any other means. In particular, playing radios or any form of electronic or digital device, in a manner audible to others, or playing football, handball or similar games, in the College gardens is prohibited.

2. No student shall go onto or across the grass courts laid out in Chapel Court and Hall Court. No student shall climb onto the roofs or any other part of the fabric of the College, or of any other college or University building, or onto any scaffolding which may be erected on or around the College or such other buildings.

3. Students shall take proper care of College premises, property, furnishings and equipment, whether in student accommodation, public rooms, courts or gardens, or elsewhere. Fabric, fixtures and fittings shall not be misused or removed from their place. Garden trees and plants shall not be damaged or destroyed. A student may be liable for any loss or damage caused in breach of this Regulation.

Vehicles

4. No student may keep a motor vehicle within University precincts without permission from the Motor Proctor. No student may keep a motor vehicle on College premises other than in exceptional circumstances and with the permission of the Senior Tutor and the Domestic Bursa. No student may temporarily park a motor vehicle on College premises without permission from the Porter on duty.

5. In accordance with University Regulations, a student who keeps a bicycle in Cambridge shall register it with the College Porters, and shall mark it with a number issued for the purpose, as directed by the Porters.

6. Bicycles shall not be ridden in College precincts. In no circumstances may a bicycle be stored in a College room or communal area other than the bicycle racks provided for the purpose.

Weapons

7. No student may keep, carry or use any firearm or ammunition, or airgun, or any weapon such as a sword or other bladed weapon (except for knives or blades designed and intended for domestic use), or crossbow or missiles intended to be fired by a crossbow, or any other article of a like nature to any of the foregoing, within University precincts, except with the permission of the Senior Tutor.
8. The Senior Tutor shall only give permission under paragraph [7] if unless satisfied that any required legal certificates have been issued and that adequate arrangements have been made for the safe use and custody of the weapon and any ammunition or missiles.

9. Permission under paragraph [7] to keep any firearm or other weapon within College precincts or in a College hostel or in external accommodation shall be granted only in exceptional circumstances.

10. Any student in possession of an article which does or may fall within the meaning of paragraph [7] shall consult the Senior Tutor, whose decisions on the nature of the article and the matter of permissions shall be final.
REGULATION G9

Substance Use and Misuse

Smoking

1. No student shall smoke in any part of any College-owned student accommodation, annex or hostel, or in any room or office in the College, or in any corridor or stairwell, or in any outdoor area of the College which is substantially enclosed, including any area that has a roof such as the cloisters, archways or covered walkway to the Student Bar. Students may smoke in designated areas in the College Gardens provided that they cause no harm or annoyance to others.

Alcohol

2. All students shall use alcohol in a responsible manner and are reminded of their obligations, as individuals or as officers of a College Club or Society, under Regulations G2, G10, G11 and G12.

3. No student shall either encourage or bring pressure to bear on another person to drink alcohol more than that person would otherwise wish to do; in particular, any student who takes part in a competitive alcoholic drinking game, or in an initiation process to a College Club or Society or other group that results in any person acting in a drunk and disorderly way, shall commit a breach of this Regulation and may commit a breach of Ordinance C,XIII,5 and Regulation P6 respecting bullying or harassment.

4. Any student and any officer or member of a College Club or Society shall comply with the requirements of the College Alcohol Licence.

5. A student may purchase alcohol from outside the College for personal use in his or her own room, subject to any requirement under Regulation G10 respecting events in private rooms.

6. Drunkenness shall not constitute a defence, or any mitigating factor, to a disciplinary charge brought under the Statutes, Ordinances or Regulations of the College, and may constitute a compounding factor.

Banned substances

7. All students shall comply at all times with the laws of the land relating to the possession and other use of illegal or controlled substances. In particular, otherwise than under medical direction:
   (a) no student shall have possession or control of, or use, any illegal or unauthorised substance on College or University property or premises, including any College hostel;
   (b) no student shall sell or give, or offer to sell or give, or otherwise supply any illegal or unauthorised substance to any other person, whether a student of the College or otherwise.
REGULATION G10

Events in Private Rooms

Requirement for permission

1. A student may without further permission hold any party or other event in a private College room, including a room in a College annex or hostel, where no more than six persons are expected to be present. Where more than six persons are expected to be present, the host student shall apply for advance permission from the Dean.

2. An impromptu party or event of more than six persons, held without advance permission, shall be a breach of paragraph [1].

Grant of permission

3. One student for every 15 persons attending a party or event shall be nominated in advance as the host or hosts on any application for permission. The Officers of any Club or Society which applies for permission shall be deemed to be the hosts.

4. Where more than 25 persons are expected to be present in a single private room, permission shall not normally be granted.

5. Permission shall normally be granted for a party or event of more than 25 persons where two or three adjacent rooms are used, including the common rooms of any College annex such as Cromwell Court or Ani House, or of a College hostel; provided that the following conditions are satisfied:
   (a) the organiser obtains consent from the other residents of the landing, staircase or hostel, and any hostel warden, as appropriate;
   (b) the other residents are duly notified when an application for permission is granted;
   (c) the number of persons expected to attend in the room or rooms booked complies with the maximum permitted under health and safety requirements.

6. Permission shall not normally be granted unless the required period of notice is given, i.e.:
   (a) at least two working days, where 25 or fewer persons are expected to attend;
   (b) at least four working days, where more than 25 persons are expected to attend.

7. Any event authorised under this Regulation shall comply with the conditions of the College Premises Licence for alcohol, music and late night refreshment. The College policies on smoking and substance misuse shall be complied with at all times (see Regulation G9).

Responsible person

8. Any student who holds a party or event for which permission in advance is not required shall be responsible for ensuring that no more than six persons attend, and for any breach of the Ordinances or Regulations if more than six persons attend.
9. The host or hosts of a party or event for which permission in advance has been obtained shall be:
   (a) present throughout;
   (b) responsible for ensuring that no disturbance or damage is caused by any person attending the party or event, in particular to any persons who live or work in the vicinity of the College;
   (c) held responsible for any breach of the Ordinances or Regulations, and for any disturbance or damage caused, whether by the host(s) or by any other person, and whether or not invited to the party or event;

10. The liability of any host under paragraph [8] shall be in addition to the liability of any other person found responsible.

Section 43 meetings

11. Where a party or other event to be held in a private College room falls under the provisions of Ordinance B,XXII,10-12 (freedom of speech and related matters), Regulation G13 shall apply in precedence to this Regulation.

12. Any person who is in any doubt about the application of Regulation G13 shall consult the Dean.
REGULATION G11

College Hall

Dress

1. Any student of the College dining or attending a formal event in Hall shall normally wear a gown appropriate to their status, with other suitable formal dress, and shall otherwise be refused admittance.

2. Advance permission from the Dean is required for any person, or group of persons, who wish to wear fancy dress or other unusual clothing in the Hall. Advance permission from the Hall Manager is required for the use of balloons, confetti or table decorations.

Guests

3. A student may bring up to three guests who are not members of the College to dine at a Formal Hall. Charges shall be added to the student’s College account. A guest from another college may, but need not, wear their College gown, and shall be encouraged to do so by the College host.

4. The College reserves the right to require any guest, or any other person who is not a member of the College, to withdraw from the Hall for any reason, notwithstanding any payment he or she may have made to attend.

Conduct

5. Students and guests shall respect the College ethos for dining in Hall, and in particular shall:
   (a) respect the authority and any instructions of the presiding Fellow, whether expressed in person or conveyed to a student or guest by the Hall Manager or other member of staff;
   (b) behave with respect to all persons dining on High Table.

6. No student or guest shall sing, or present a speech, from the body of the Hall without the prior consent of the presiding Fellow. Consent for a chorus of ‘Happy Birthday’ may occasionally be permitted.

7. The following behaviour shall be unacceptable in all circumstances, and shall normally incur automatic disciplinary penalties under Ordinance C,XIV and Regulation P9:
   (a) offensive language;
   (b) shouting and other forms of excessive noise;
   (c) throwing food, drink or place settings;
   (d) standing on or moving any seats, tables or other furniture;
   (e) wilful breakages and other damage;
   (f) rude, discourteous or inconsiderate behaviour to Fellows and guests of the College;
   (g) rude, discourteous or inconsiderate behaviour to College staff, in particular while staff are serving or clearing food or drink;
   (h) drunkenness or vomiting.
8. Students and their guests shall not bring alcohol into Hall unless it has been purchased from College staff at the Buttery. College staff at the Buttery shall have authority to limit the amount of alcohol purchased by any student, or guest, for the purposes of dining in Hall.

9. Any student or guest who is drunk, in the opinion of the Hall Manager or Duty Porter, shall not be permitted to attend dinner in Hall. Any person who becomes drunk during the course of a dinner shall be removed from the Hall.

10. No student shall engage in any form of ‘binge’ drinking or in any activity which encourages ‘binge’ drinking, such as multiple toasting, speed drinking or any drinking game such as ‘pennying’. Any person engaging in such activities shall be requested by the Hall Manager to leave the Hall.

Hall management

11. The Hall Manager and any member of Hall staff, or the Duty Porter, may take reasonable and appropriate action, within the scope of his or her duties, for the purposes of preventing or reducing misconduct, whether in breach of this Regulation or otherwise. In particular, a member of staff may terminate prematurely any private dinner or event, or any dinner or event held by a College club or society, either under the authority of any Fellow hosting a subject-related event or, in the absence of any such Fellow, as the most senior member of staff present.

12. In accordance with Statute B, VIII, 5(d) and Regulation G2, 2(d), students shall assist any member of staff taking action under paragraph [11], in particular when expressly requested to do so.

13. In accordance with Regulation G2, 4, a student shall, when reasonably requested to do so, identify himself or herself, or the name and college of any guest, to any College Officer or Fellow, or to any member of staff of the College. Failure to do so shall constitute a disciplinary offence.

14. Complaints of misconduct in the Hall shall be reported to the Dean for investigation. The names of guests may be passed by the Dean to the appropriate officer of the relevant college.
Applications for permission

1. Advance permission from both the Domestic Bursar and the Dean shall be required for any party, dinner or other entertainment (an event) hosted by a College Club or Society, or by any other student group, in any public or common room of the College or any College hostel, or in the grounds or gardens of the College or hostels; this includes, in particular, the Hall, Knox-Shaw Room, Student’s Bar, Chapel Court Common Room, Mong Building, Richard Powell Room and Fellows’ Garden.

2. Any booking of the Hall or Fellows’ Garden shall require the further permission of the College Council. Requests to the Council for permission shall be submitted in good time, via the Domestic Bursar.

3. The designated officer of a Club or Society (see Ordinance B,XXII,5), or a deputed College representative for any other student group, wishing to host an event shall first consult the Domestic Bursar and/or the Conference Office directly, to make a preliminary booking. If the permission of the Domestic Bursar and, where necessary, the Council is granted, the designated officer or deputed representative shall apply for permission from the Dean, by submitting the required on-line forms, such as Party Wizard, as set up by the Conference Office, and shall comply with any periods of notice specified therein.

4. Where permission is granted, the designated officer or deputed representative shall be sent a copy of the on-line application form, together with any conditions set by either the Domestic Bursar or the Dean.

5. An impromptu gathering of any size which is connected with the activities of a College Club, Society or other identifiable group, and held in or on any College property without advance permission, shall be a breach of paragraph [1].

Grant of permission

6. The Domestic Bursar and/or the Dean may grant or decline permission, or impose such conditions, as he or she or they think fit. In particular, permission shall not be granted where, in the view of the Domestic Bursar, the number of persons likely to be present exceeds the maximum number permitted for the chosen venue, as published on Sidnet.

Quiet Period conditions

7. The Quiet Period shall run from the Monday of the full week prior to the start of Easter Full Term until the date of the last undergraduate Tripos examination in June, inclusive.

8. During the Quiet Period events for which permission may be granted shall be restricted to:
(a) a dinner held by a subject group, where attended by a Fellow of the College in the subject;
(b) any event held by SSCSU or the Tutors, provided that no alcohol is served;
(c) any academic event organised and presided over by a Fellow of the College;
(d) a limited number of private functions organised through the Conference Office which have the prior approval of the Domestic Bursar.

9. The following events may not be held during the Quiet Period, either indoors or outdoors:
   (a) any event with live or amplified music, other than the start of Term 'Bop' and any recital or concert organised by the College Music Society and held in the College Chapel;
   (b) any club or society event, unless it falls under paragraph 8(a);
   (c) any private student event, whether falling within Regulation G10 or otherwise.

10. During the Quiet Period, the Domestic Bursar and Dean shall consider, in addition to paragraph [6]:
    (a) whether an event is a reasonable one to be held during this Period; in particular:
        (i) its nature and the likely number of participants;
        (ii) the likelihood of its causing disturbance; and
        (iii) the likelihood that the designated officer(s) or deputed representative(s) will be able to ensure good behaviour;
    (b) the number of events already approved for the Quiet Period.

Standard conditions

11. Any party or other event shall comply with the conditions of the College Premises Licence for alcohol, plays, music and late night refreshment. In particular, College students and guests shall not be permitted to bring their own alcohol; all alcohol consumed shall be provided by the organisers of the event and purchased from the College Buttery or Student Bar. The College policies on smoking and substance misuse shall be complied with at all times (see Regulation G9).

12. The designated officer or deputed representative and, where stipulated by the Domestic Bursar or Dean, up to two further named College students shall be present at an event for its entire duration. These persons shall be responsible for:
    (a) ensuring the proper functioning of the event, in accordance with good order and discipline; and
    (b) preventing damage, and any conduct tending to bring the College into disrepute; in particular, they shall ensure that music, noise or any other activities do not cause disturbance or annoyance to others.

13. The College reserves the right to terminate an event prematurely for the breach of any condition under, or set by the Domestic Bursar or Dean under, this Regulation; and to remove any guest, or any other person who is not a member of the College, from any event, for any reason, notwithstanding any payment he or she may have made to attend.

Liability
14. The designated officer(s) or deputed representative(s) shall be held responsible for any breach of the Ordinances or Regulations, and for any disturbance or damage caused, whether by the officer(s) or representative(s) or by any other person, and whether or not invited to the event.

15. The liability of any designated officer or deputed representative under paragraph [14] shall be in addition to the liability of any other person found responsible.

16. A fine or other penalty may be imposed under Ordinance C,XIV and Regulation P9 on the funds or members of a College Club or Society, in respect of any breach of the Ordinances or Regulations, or for any disturbance or damage, caused at any event held under this Regulation.

17. The College may, irrespective of any fines or other penalties imposed, recover the cost of any damage incurred to College property from any individual or Club or Society found responsible.

18. The College shall not be held responsible for the loss or damage of any personal property of any guest of a Club or Society or other group, nor for any loss or damage caused to others by a guest.

Section 43 meetings

19. Where an event to be hosted under this Regulation also falls within the provisions of Ordinance B,XXII,10-12 (freedom of speech and related matters), Regulation G13 shall apply in precedence to this Regulation.

20. Any person who is in any doubt about the application of Regulation G13 shall consult the Dean.
REGULATION G13

Meetings on College Premises: Code of Practice
(in compliance with the Education (No.2) Act 1986, s. 43 and the Counter-Terrorism and Security Act 2015, s.26)

1. Further to Ordinance B,XXII,10-12, which shall be read in conjunction with this Regulation, and for the purposes of s.26, Counter-Terrorism and Security Act 2015 (CTSA) and s. 43, Education (No.2) Act 1986 (E(No.2)A), the following code of practice shall apply to any meeting or event of a like nature, including where appropriate any dinner, to be held on College premises. The code of practice shall apply whether the meeting or event is held in a private College room or a public or common room or space; whether held indoors or outdoors; and whether organised by individual students, or by a College club or society, or by external persons or bodies, such as conferences.

Permission required

2. Advance permission to hold any meeting or event falling under paragraph [1] shall be obtained from the Dean and the Domestic Bursar, in accordance with the provisions of this code of practice. Subject to paragraphs 3-8, permission shall normally be granted or withheld or granted subject to appropriate conditions, as the Dean and the Domestic Bursar think fit, in accordance with paragraphs 9-22.

Prevention of radicalisation

3. Further to s.26, CTSA, permission to hold any meeting or event may, exceptionally, be refused on the grounds that a meeting or event poses a risk that persons will be drawn into radicalisation, and into support for or promotion of terrorist activities. Conditions may be imposed on the grant of any permission in order to mitigate any risks of radicalisation. Such conditions may include a change to the proposed venue or date, or to the format of the meeting or event, or to the security arrangements.

4. Permission to hold a meeting or event shall be refused under paragraph [3] only if either:
   (a) the Dean considers that the risks of radicalisation cannot be mitigated by the imposition of appropriate conditions; or
   (b) the organiser(s) of the meeting or event refuse to comply with any conditions set.

5. The organiser of any meeting or event which is refused permission under paragraphs 3-4 may appeal to the College Council, whose decision shall be final.

6. Any decision that a meeting or event is not to take place, or may only take place subject to conditions, shall be binding, and shall take precedence over any permission that might otherwise be made under this code of practice.

Protection of freedom of speech
7. Further to s.43, E(No.2)A, any application for permission to hold a meeting or event which is to be addressed or attended by persons who are not resident members of the College shall include:
   (a) the venue, date and time of the meeting or event;
   (b) the names, addresses and colleges (if any) of the organisers, at least one of whom shall be a member of the College;
   (c) the name of any organisation on behalf of which the meeting is arranged;
   (d) the name of any invited speaker, whether or not a member of the College or University;
   (e) the name of the person(s) nominated under paragraph [20], as being responsible for ensuring the protection of free speech for all persons attending.

8. Paragraph [7] shall not apply where the relevant meeting or event is:
   (a) an academic meeting organised by a Fellow of the College; or
   (b) a meeting known to the Senior Tutor as being commonly or customarily held in the College.

Applications

9. No application for permission is required for any:
   (a) religious service organised by the Chaplain or the Chaplain’s designated representative;
   (b) meeting organised by a Fellow of the College for the purposes of University or College teaching, or for academic research.

10. In any case other than one falling under paragraph [9], the person wishing to hold the meeting or event, whether an individual student, or the designated officer of a Club or Society (see Ordinance B,XXII,5), or a deputed College representative for any other student group, or the organiser of a conference, shall:
    (a) apply to the Dean and Domestic Bursar, for permission, normally by submitting the relevant on-line forms, such as Party Wizard, as set up by the Conference Office;
    (b) confirm that any further permissions required under paragraphs [11] or [12] have been applied for and/or granted; and
    (c) where the meeting or event falls under paragraph [7], notify the Dean in writing as required.

11. Further permission from the College Council shall be required for any meeting or event to be held in any of the following venues: Hall, Chapel, Fellows’ Parlour (K Staircase), Old Parlour, Senior Common Room (SCR), Music Practice Room, College Library, Sports Ground or Pavilion, any gardens or grounds of the College or any hostel. Requests for permission shall be submitted in good time, via the Domestic Bursar.

12. Further permission, in writing, from the Bar Manager, JCR President or MCR President shall be required for any meeting or event to be held in the Students’ Bar or Chapel Court Common Room (TV Room) or MCR.

Notice

13. Applications for permission shall be submitted:
(a) at least two working days in advance, where no more than 25 persons are expected to attend; or  
(b) at least four working days in advance, where more than 25 persons are expected to attend;  
(c) at least five working days in advance, for a conference; and  
(d) in sufficient time for any necessary consent of the Council or an Open Meeting of SSCSU to be sought and granted.

Grant of permission

14. Permission for any Open Meeting of SSCSU and for any meeting of a College academic society shall normally be granted automatically, provided that any further permission from the Council or an Open Meeting of SSCSU has been granted.

15. Permission shall not be granted for any meeting to be held in the Music Practice Room, College Library, Sports Ground or Pavilion, or any gardens or grounds of the College or any hostel if the meeting is for the purpose of a formal address by an invited speaker. Permission may be granted for any other sort of meeting or event in such venue.

16. Permission for a meeting or event in the Old Library (sic) shall not be granted unless it is organised by a Fellow of the College.

17. Permission shall not be granted where:  
   (a) in the view of the Domestic Bursar, the number of persons likely to be present exceeds the maximum number permitted for the chosen venue, as published on Sidnet;  
   (b) the meeting is scheduled to begin after 10.00 p.m. or to finish after 12 midnight.

18. Permission shall not be granted for any meeting which, in the opinion of the Dean or Domestic Bursar or, where relevant, the Council, would be likely to cause unacceptable disturbance to members of the College or to any person in the neighbourhood of the College.

19. The result of any application shall be communicated to the applicant’s College email address, except for cases under paragraph [14], where the applicant may presume that permission is granted unless expressly informed otherwise.

Standard conditions

20. The designated officer or deputed representative or other person applying for permission under paragraph [10], and, where stipulated by the Domestic Bursar or Dean, up to two further College students nominated by such officer or other person, shall be present at any meeting or event for its entire duration. Such person(s) shall be responsible for:  
   (a) ensuring the proper functioning of the event, in accordance with good order and discipline;  
   (b) preventing damage, and any conduct tending to bring the College into disrepute; and  
   (c) where the meeting or event falls under paragraphs [7], for ensuring the protection of free speech for all persons attending.
21. Where the meeting or event falls under paragraphs [3] or [7], permission shall normally include one or more of the following conditions, as appropriate:
   (a) the time, date or venue for the meeting shall be stipulated.
   (b) the issue of tickets for a public meeting;
   (c) hire of an adequate number of stewards;
   (d) hire of the services of the College Porters;
   (e) consultation with the University Proctors about the arrangements;
   (f) consultation with the police about the arrangements;
   (g) the appointment of an independent chairman by the Dean, following consultation with the organisers.

22. Any action necessary for compliance with the requirements of this Code of Practice, and any costs associated therewith, shall be the responsibility of the organisers of the meeting as declared on the application for permission.

Conduct at meetings

23. In addition to the requirements of Regulation G2, all members of the College have a duty to ensure that freedom of speech and protection from radicalisation is observed on College premises. Any member of the College who infringes another person’s rights to, or expression of, free speech, or their right to protection from radicalisation, shall commit a breach of this code of practice and shall be liable to incur disciplinary penalties under Ordinance C,XIV and Regulation P9.

24. Any pertinent paragraphs of Regulations G11 or G12, in particular G11,7 and G12,11, shall apply mutatis mutandis under this code of practice.

25. All members of College shall comply with any instruction given by any College Officer or any other person authorised to act on behalf of the College; in particular, any University Proctor invited to enter into College premises.

26. The College reserves the right to require that a meeting for which permission has been granted shall be cancelled, postponed or terminated prematurely, on any one or more of the following grounds:
   (a) a breach of University or College Ordinances or Regulations on discipline; or
   (b) a reasonably apprehended breach the peace; or
   (c) the commission of an offence under sections 11 or 14 of the Public Order Act 1986; by any person.

Application of the Code

27. Any person who is in any doubt about the application of this code of practice to any meeting or public gathering in the College shall consult the Dean, who shall determine whether, and in what terms, the provisions of this Code apply.
REGULATION G14

Students’ Bar

Introduction

1. The College Council has delegated the management of the Student Bar to SSCSU, under the supervision of the Domestic Bursar, the College’s Designated Premises Supervisor.

2. SSCSU must ensure that the bar is run profitably after a full charge for services provided by the College and ‘rent’.

3. The ‘Rent’ will be 10% of the alcohol turnover of the bar. This rent will not be taken be by the College as income, but would go into a reserve account and these funds could be used for improvements in the bar or other student facilities. Expenditure from this account would be approved by SSCSU and the Bursar.

4. SSCSU must ensure that reasonable prices are charged for alcoholic drinks. Prices must not be lower than 80% of the average on comparable student bars in Cambridge.

5. SSCSU must ensure that the bar is well managed, so that there is an acceptable standard of behaviour in the bar and that the Bar does not have a negative impact on College life.

Students’ responsibilities

6. The Student Bar is only open to members of the College. Any student who introduces a guest to the Bar who is not a member, or member of staff, of the College shall sign in the name of the guest, in the register managed by the Duty Bar Staff.

7. Every student shall be responsible at all times for his or her own behaviour in accordance with good order and discipline, and for that of any guest to the College which he or she has introduced to the Bar.

8. No student shall become, or allow any guest to become, drunk or disorderly in the Bar. Any person whom the Bar Staff reasonably consider is drunk or disorderly shall not be served alcohol and may be asked to leave the premises.

9. No student shall knowingly allow a guest under the age of 18 to be served alcohol. Any person whom the Bar Staff reasonably consider is under the age of 18 shall not be served alcohol and may be asked to leave the premises.

10. Students shall take all reasonable care not to cause any injury or annoyance to any person, or damage of any kind to any property, by any means whatsoever, in the Bar or surrounding areas.
11. Students shall obey any reasonable instruction issued by any member of the Bar Staff or the Bar Committee, or by any member of College staff, or by any College Fellow or Officer.

12. No person may smoke in the Bar or surrounding areas.

Management of the Bar

13. The Students’ Bar shall be managed by the Bar Committee, as overseen by SSCSU in accordance with Ordinance B,XXII,9. The Bar Committee shall be composed of a Bar Manager, a Finance Manager, and such other members as SSCSU or the Designated Premises Supervisor under Ordinance B,XXII,8 shall from time to time determine.

14. The Bar Secretary and Staff Manager shall hold a Level 2 National Certificate for Personal Licence Holders.

15. The Bar Staff Manager shall appoint such number of Qualified Duty Staff and other Bar Staff as he or she shall from time to time determine. Each member of the Qualified Duty Staff shall hold a Level 1 National Award in Responsible Alcohol Retailing. Other Bar Staff shall undertake adequate and appropriate training before commencing duties; training shall include health and safety, licensing responsibilities, fire safety, manual handling, bar operation and hygiene standards, and detailed protocols for dealing with incidents or other problems.

Responsibilities of Committee members and staff

16. All members of the Bar Committee, and all Bar Staff, shall comply with these regulations and any Bar Operating Rules, as approved by the Designated Premises Supervisor from time to time. Each member of the Committee shall ensure an effective handover to his or her successor from year to year.

17. The Bar Committee, and each member of the Committee, shall be responsible for reporting to SSCSU and the Premises Supervisor any irregularities, malpractice or any other matter of concern associated with the operation of the Bar.

18. The JCR President shall be responsible for overseeing the financial management of the Students’ Bar, and shall by the end of each Michaelmas Term present to the Council an annual report of its financial performance, including a past profit and loss statement and current budget.

19. The Bar Secretary and Bar Finance Manager shall be responsible for the administration of the Bar and its stock, in liaison with the Designated Premises Supervisor and the College Office. The Bar Manager shall represent the Bar Committee at the SSCSU Exec.

20. The Designated Premises Supervisor shall decide, at any given time, whether there shall be a Bar Steward. The Bar Steward shall be a member of the College staff, with primary responsibility for professional compliance with licensing requirements and objectives. He or
she shall provide general support and assistance to student Bar Staff, and in particular shall arrange and run appropriate training courses for student Bar Staff.

21. The Bar Finance Manager shall be responsible for ensuring financial management of the Bar in line with its budget; in particular, he or she shall collaborate with the College Office to draw up termly trading statements for presentation to the SSCSU Exec and the Premises Supervisor, and an annual profit and loss statement and forward budget for presentation to the Council.

22. Any member of the Committee may be removed from the Committee by SSCSU or the Designated Premises Supervisor, with immediate effect. SSCSU shall immediately appoint a replacement member, and shall conduct an inquiry into the reasons for the removal and report its findings to the Designated Premises Supervisor.

Operation of the Bar

23. All Bar Staff shall act in the best interests of the College, including SSCSU, at all times, and in accordance with these regulations and any Bar Operating Rules.

24. The member of the Qualified Duty Staff on duty at any given time shall, where so designated by the Staff Manager, have overall responsibility for the proper management of the Bar, and for supervision of Bar Staff. He or she shall be responsible for the maintenance of good order on the premises throughout the period of duty for which he or she is rostered.

25. Bar staff shall refuse to serve any person whom they reasonably consider is drunk or behaving in a disorderly manner or is under the age of 18. Such person may be asked to leave the Bar. Bar Staff may at any time request the assistance of the duty Porter. The duty Porter shall have implied authority from the Premises Supervisor under Ordinance B,XXII,8 to close the Bar where necessary in the interests of good order.

26. The Bar Committee shall have authority to investigate any breach or alleged breach of paragraphs 1-7 and may agree further action with any student concerned. Any such investigation or further action shall be reported to the Designated Premises Supervisor.
REGULATION G15

Information Services

1. All students and other users of information services in the College shall comply with the following provisions, with any further Notices or instructions published from time to time by the Librarian or the IT Manager on Sidnet and posted in hard copy in the Library and Computer Suite, and with any instructions issued to users, in person, by the Library or IT staff.

Rules applicable to both the Library and the Computer Suite

2. The Library and Computer Suite may be used by all students, Fellows and other resident members of the College. Where circumstances require, priority of use shall be given to undergraduate students.

3. With the prior agreement of the Librarian or IT Manager, as relevant, other persons, such as non-resident members of the College, College staff, and members of other Colleges, may use the facilities. No personal guests of members of the College may enter the Library or Computer Suite.

4. All users shall keep noise to a minimum and avoid disturbing, annoying or obstructing other users. No conversations shall be held in the Library or Computer Suite, including the staircase. In particular, mobile telephones shall only be used in a fully silent mode, and shall not be used at all when doing so interferes with other users.

5. Desks, tables and computer workstations may not be reserved. Books, notes and personal possessions shall not be left unattended, other than for short breaks in study, and shall always be removed by the user when he or she leaves the Library or Computer Suite.

6. Food is prohibited. Non-alcoholic drink is permitted, provided that it is brought in sealed, strong, accident-proof containers. Open cups or mugs, and any paper or plastic cups, even with a lid, are prohibited.

Rules applicable to the Library

7. All library materials and equipment shall be treated with care and respect. Books shall not be marked or defaced in any way. Damage items shall be replaced at the user’s expense.

8. Any item marked ‘for reference only’ may not be borrowed and may not be removed from the Library.

9. Any item available for borrowing may be borrowed only by using the on-line issue system (or any alternative provided in case of failure). Items shall be returned by the date displayed at the time of issue. The date may be checked on the on-line catalogue at any time, and a courtesy reminder shall be issued by email in advance of the due date.
10. Overdue items shall incur a daily charge, as notified on the Library Sidnet pages, and shall be added to the user’s termly College bill. If the user reports the item as lost, or for any other reason persistently fails to return the item, the overdue charge shall be frozen at the relevant date and a further charge for the cost of replacing the item also added to the user’s bill.

11. User’s shall not lend borrowed items to any other person without first notifying the Library staff by completing the appropriate on-line form: currently to be found at https://www.sid.cam.ac.uk/sidnet/library/transfer.html

12. Lap-top computers and tablets may not be used in the Library other than in the Mackenzie Stuart Room.

13. Law student shall have priority of use of the Mackenzie Stuart Room, such that users in other disciplines shall vacate the room when necessary.

*Rules applicable to the Computer Suite*

14. College computers, computing equipment, installed software and stored information, whether situated in the Computer Suite or in other College locations, shall form and be administered as a ‘Managed Cluster Service’ (MCS) provided by the University Information Services (UIS).

15. Users of the College MCS shall:
   (a) take all necessary precautions to avoid damage to any component(s) of the MCS;
   (b) not disconnect any computing equipment from its installation, and not move it within or remove it from its location;
   (c) not copy any installed software that is accessible from a workstation – in exceptional circumstances permission to copy may be granted by the IT Manager.

16. Users of the College MCS shall log-out of all accounts when leaving a workstation for any period, whether for a short break or permanently, as required by the UIS/ISC security rules under paragraph [19].

17. The College MCS is provided for study and research purposes, and shall not be used for playing computer games.

18. Any use of the College MCS for storing or processing personal data shall comply with the Data Protection Act 1998, and with any other applicable legislation. Any proposed such use shall be notified in advance to the College Data Protection Officer (DPO), via the IT Manager, and the relevant user(s) shall comply with any restrictions or instructions that the DPO may set in order to ensure compliance with data protection principles.

*University Network rules*
19. All users accessing the University Network, whether via the College MCS or via personal computing equipment, shall ensure that they understand and comply with the rules and guidelines laid down by the University Information Services Committee (ISC): [http://www.uis.cam.ac.uk/governance/information-services-committee/rules-and-guidelines](http://www.uis.cam.ac.uk/governance/information-services-committee/rules-and-guidelines).

*Enforcement and sanctions*

20. Any user may, and shall be encouraged by staff to, use informal means to promote compliance with these Regulations by all users. A user may request any other user(s) to behave in an appropriate manner, and may, if necessary, inform the Librarian of any breach of the Regulations.

21. The Librarian or IT Manager may, on reasonable grounds, give any user a first warning, either in person or by email. Where a first warning appears to be ignored, or the initial breach of the Regulations is deemed to be serious or substantial, the user concerned shall be reported to the Dean under Ordinance C,XIV and Regulation P9.

22. In the case of students, any charge made under paragraph [10], and any fine imposed by the Dean or a Student Disciplinary Committee or Appeal Panel, shall be listed on the bill as an academic fee, in accordance with Ordinance D,XIII,4 and Regulation F2,8.
1. All students and other users of sporting, music or other facilities in the College shall comply with paragraphs 2-7 and with any further notices or instructions issued by the Domestic Bursar.

Gymnasium

2. No person shall use the gymnasium unless:
   (a) he or she has been granted membership of the gymnasium, in accordance with the rules, including payment of any subscription;
   (b) undertaken an induction process conducted by the Gymnasium Officer.

3. Members of the gymnasium shall observe all rules approved from time to time by the Gymnasium Committee; in particular, they shall each keep the Committee informed of any health-related matters which might affect their use of the facilities.

Other sporting facilities

4. The Gymnasium Committee shall be responsible for oversight of all College sporting facilities other than the College Boat House; including the squash court, croquet and tennis facilities, and use of the St John’s Playing Fields under the agreement between the College and St John’s.

5. Membership of the College Boat Club, and oversight of the College Boat House, shall be regulated by the College Boat Club Committee.

6. Private use of the squash court, tennis court or croquet set shall be booked in advance via the Porters’ Lodge.

Music facilities

7. Private use of the organ or piano in the Chapel, or music practice room, shall be booked in advance via the Porters’ Lodge.
REGULATION G17

Code of Practice for SSCSU
(in compliance with the Education Act 1994, s. 22)

Written constitution

1. The Sidney Sussex College Students’ Union (SSCSU) shall have a written constitution, which shall be considered for approval by the Council every five years from the Easter Term 1995. No alterations to the Constitution shall be made without the approval of the Council.

Opting out

2. Any student who would otherwise be a member of SSCSU may, in a given academic year, give written notice to the President, by the division of the Michaelmas Term, that he or she does not wish to be a member of SSCSU for that year. SSCSU shall make all its services available to any student who opts out, and this shall be a condition of any College funding for SSCSU.

3. SSCSU shall normally continue to make payments to the Cambridge University Students’ Union (CUSU) in respect of any student who has opted out, provided that CUSU continues to make all its services available to any such student.

4. Any resident undergraduate student, whether or not a member of SSCSU, shall have the right to stand for election as one of, and to vote for, the two elected student members of the Governing Body of the College. The Presidents of the JCR and the MCR serve ex officio as members of the Governing Body.

Elections

5. In accordance with the Constitution, elections to the major offices of SSCSU are conducted by secret ballot among all its members, in accordance with the procedures set out in the Constitution and approved by the Council as fair. In particular, the Council shall appoint annually one member of the Council who is a Fellow to act as returning officer in all SSCSU elections and ensure that they are properly conducted.

Officers

6. No student shall hold a sabbatical or paid electoral office in SSCSU for more than two years in total.

Financial matters

7. In accordance with the Constitution, the budget of SSCSU shall be approved by the members of SSCSU and by the Council. The President of SSCSU shall be the officer responsible for the financial management of the union and shall be accountable to the Council. Financial reports shall be published annually, reviewed by the College’s Head of
Accounting and Finance, made available to all students of the College, and presented to the Council. Compliance with these requirements shall be a condition of any College funding for SSCSU.

8. Funds may be provided by the College, and held or managed by SSCSU, for the purpose of supporting College Clubs and Societies. SSCSU shall allocate such resources fairly, in accordance with a written procedure approved by the Council and made available to all students of the College. No student shall be excluded from participating in the activities of a College Club or Society, or from benefiting from funds provided from SSCSU, on the grounds that he or she has opted out of membership.

External affiliation

9. In accordance with the Constitution, SSCSU shall give notice to all students of the College and to the Council of any decision taken by the union to affiliate to any external organisation. Such notice shall include the name and business of the organisation, and details of any subscriptions, fees, donations or other payments made or proposed to be made to it. A report of any external affiliations, listing the names of the organisations and providing the details above, shall be published by SSCSU at least annually, made available to all students of the College and presented to the Council.

10. In accordance with the Constitution, the annual report on external affiliations shall, where three per cent of the members of SSCSU so require, be submitted in the Lent Term for approval by the membership. Where five per cent of members then so require, continued affiliation to a particular organisation on the list shall be submitted to decision by a secret ballot among all members.

Complaints

11. Any student, or group of students, who is dissatisfied in his or her or their dealings with SSCSU, or who claims to be unfairly disadvantaged by reason of having opted out of membership, may, where such complaint is not satisfactorily resolved by the officers of SSCSU, refer it to the College Complaints Officer, under Ordinance C,XV and Regulation P12.

12. Any remedy or remedies determined by the College Complaints Officer or, where appointed, by a Student Complaints Committee or Complaints Review Committee, shall be implemented promptly and fairly by the officers of SSCSU, as a condition of further College funding.

Charity law

13. As a student union governed by the laws relating to charities, the officers and members of SSCSU shall comply with all relevant requirements and restrictions on their activities. The core requirements are that the expenditure and activities of SSCSU shall be educational, in a wide sense, and shall not be political. Officers of SSCSU shall ensure that they are aware of the relevant requirements and restrictions, by consulting the Charity Commission, and shall advise members of SSCSU appropriately, for the conduct of their activities.
General provisions

14. At least annually, SSCSU shall bring to the attention of all students the College’s obligations under Ordinance B,XXII and the Codes of Practice in this Regulation and Regulation G13. This shall normally be effected by the distribution to all new students of an information booklet, and by including appropriate references in the electoral material ordinarily published by SSCSU at the end of the Michaelmas and Lent Terms. Notice shall particularly be drawn to the right to opt out from union membership without disadvantage, and to the restrictions placed on the activities of students by the law relating to charities.

15. Information referring to the right to opt out from union membership without disadvantage shall be included in the College Prospectus for persons considering whether to apply for admission to the College.