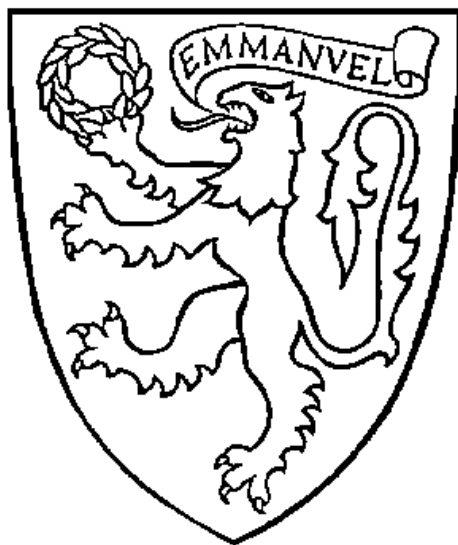


# **Emmanuel College Cambridge**



## **COLLEGE REGULATIONS 2011-2012**

# EMMANUEL COLLEGE, CAMBRIDGE

## College Regulations

### EXAMINATIONS

1. All members of the College reading for Honours Degrees are required to take the University's Preliminary, Qualifying and Tripos Examinations. Anyone who fails to obtain Honours, i.e. to be classed or to obtain Honours standard in any of these examinations, shall terminate his or her studies and leave the College unless the Governing Body in exceptional circumstances (e.g. illness during the examinations) shall decide otherwise. This rule also applies to College Examinations taken in lieu of University Examinations.

### NORMAL PERIODS OF RESIDENCE

2. Undergraduates are required by University regulations to reside within the precincts of the University for a fixed number of nights each term, and it is the responsibility of Tutors to keep a record of the residence of their pupils. Unless a Tutor decides otherwise, a member of the College may leave Cambridge on occasions when the intention is to be away for one night only, provided that the Exeat Book (kept in the Porters' Lodge) is signed on leaving College. If a member of the College wishes to leave Cambridge for a period exceeding one night, permission for this must be obtained, in writing, from his or her Tutor on a Mid-Term Exeat Form, which must be handed in to the Porters' Lodge before departure. Tutorial permission is also required whenever it is desired to remain in Cambridge after the end of the Normal Period of Residence, or to return before the beginning of the Normal Period of Residence.
3. Undergraduates must report to their Tutor as soon as possible after return to Cambridge in every term. They must obtain a 'Final Exeat' from the Senior Tutor before going out of residence.
4. Students who are allocated a room in College or in College-owned accommodation are permitted to occupy such rooms only during the Normal Period of Residence, and subject to the right of the College to resume possession at any time, whether or not the student is allocated other accommodation by the College.
5. All such rooms shall be vacated during every Vacation and, in the Easter Term, on the last day of the Normal Period of Residence.
6. Residence outside the Normal Period of Residence may be granted with the prior written permission of the Senior Tutor.

### KEYS

7. On every occasion when coming into residence, a Junior Member is required to sign a Residence Register at the Porters' Lodge in order to obtain a room key.
8. On every occasion when going out of residence, a Junior Member is required to return the room key and to sign the Residence Register when doing so. In the case of an undergraduate, failure to return keys and to sign the Residence Register on the date of the Final Exeat will make the undergraduate liable to a fine at the discretion of the Senior Tutor, the fine being added to the undergraduate's College bill.

9. In the interests of security, keys issued to Junior Members must not be lent to anyone outside of the College.
10. Should a replacement key be needed because of the loss of a key originally issued, a Junior Member will be required to see the Head Porter who will authorize a replacement. A charge will be made.
11. When a Junior Member mistakenly locks a key inside a room, a temporary key will be issued without charge provided that it is returned to the Porters' Lodge the same day. Failure to return the key can result in a fine.
12. The main College gate is generally pushed to at 8.00 pm and locked at 12.00 midnight every night, but this may vary according to the amount of activity outside. Junior Members may gain admittance by contacting the night porter.

### COLLEGE ROOMS

13. Undergraduates who chose not to live in College or in a College hostel are required to reside in accommodation deemed suitable by the Senior Tutor. His or her permission must be sought before renting the property.
14. College rooms are fully furnished. Any student wishing to import items of personal furniture must obtain the prior permission of the Bursar.
15. No alteration may be made in the electrical fittings of College rooms except by members of the Maintenance staff or by those who have been authorized by the College. Electrical household appliances are not allowed and in particular additional heating devices may not be introduced into College rooms. Electrical equipment that is old or defective can be dangerous and Junior Members must therefore ensure that any electrical equipment that they bring to the College (see paragraph 24 below) is safe. If a Junior Member is uncertain of the safety of any item they should apply to the Head of Maintenance who will arrange for the College Maintenance staff to inspect and test it free of charge. It is forbidden to interfere with sealed radiator valves.

### DAMAGE TO COLLEGE ROOMS

16. The College is concerned about damage to the decoration and fabric of College rooms. Unnecessary expense is caused when such damage is excessive. Suitable picture hangers and hooks are available from the Maintenance Department and the ECSU Shop. The costs of repair for damage to College rooms considered to be in excess of normal wear and tear will be charged to the occupant who may also attract a fine at the discretion of the Senior Tutor.
17. Owing to the risk of fire, candles, fairy lights and paper lampshades are not permitted in any room allocated to a Junior Member.

### VISITORS

18. Guests of members *living in College* will be admitted by the Duty Porter after 10.00 pm if they are accompanied by their host, but all visitors must leave by 2.00 am unless registered in the Porters' Lodge for an overnight stay (see 22.e. below).
19. Guests of members *living in Hostels* will be admitted by the Hostel Manager after 11.00 pm if they are accompanied by their host, but all visitors must leave by 2.00 am unless registered as an overnight guest. Overnight Guest Forms are available from the Manager's office. The entrance is locked at 11.00 pm.

20. Guests leaving late at night should be escorted from College property by the Junior Member and not left to walk the grounds unescorted.
21. Undergraduate members of the College may provide accommodation for overnight guests in their own rooms subject to the following restrictions:
- a) No more than one guest may be accommodated at any one time.
  - b) The total number of nights for which overnight guests may be accommodated in any one Normal Period of Residence shall not exceed 15 except that each student may accommodate another member of Emmanuel College for up to an additional 5 nights.
  - c) The total number of nights for which an overnight guest may be accommodated in any continuous 7 day period shall not exceed 3 except that each student may accommodate another member of Emmanuel College for 1 additional night, subject to the restriction of total nights as in b) above.
  - d) Overnight guests are not allowed in undergraduate rooms outside the Normal Period of Residence.
  - e) All overnight guests of members *living in College* must be registered before 2.00 am at the Porters' Lodge and no day time guests may be entertained in College before 7.00 am. The records of accommodation will be destroyed at the end of each Normal Period of Residence.
  - f) All overnight guests of members *living in Hostels* must be registered before midnight with the Hostel Manager. No daytime guests may be entertained before 7.00 am. The records of accommodation will be destroyed at the end of each Normal Period of Residence.
  - g) All guests on College premises are the responsibility of their hosts. In the event of inappropriate behaviour by a guest the host will be held responsible by the College and may face disciplinary proceedings. Misbehaviour, nuisance or damage caused by guests will, for disciplinary purposes, be treated by the College as if it had been perpetrated by the host.
  - h) Other arrangements may be made only with the permission of the Senior Tutor.

### COLLEGE BILLS

22. Students are required to pay tuition and education fees in accordance with the Teaching and Higher Education Act 1998, or any subsequent Higher Education Act that Parliament may pass, along with charges for accommodation and services provided by the College in the form of a College bill. Tuition fees are to be paid in accordance with the guarantee agreement signed by the student prior to admission. Every student's College bill for any term shall be paid by the second Wednesday of the next Full Term. The College reserves the right to levy charges against students whose bills remain unpaid by that date. No student whose education fees and/or College bill remains overdue shall be allowed to return or to remain in residence after a vacation without the prior written permission of the Senior Tutor. Since the University Regulations require residence in a College or College approved accommodation as a condition of pursuing a course of study in the University, this means that non-payment of bills can result in the interruption or termination of a student's course of study at Cambridge.

### SELF- CATERING

23. The provision and service of meals are subject to regulations issued by the Senior Tutor and the Bursar. Cooking in rooms other than gyp rooms is totally prohibited. Only light cooking in gyp rooms is permitted. Certain equipment is permitted to be used in gyp rooms - toasters, kettles, coffee makers, sandwich toasters, rice cookers, slow cookers, bread makers, blenders, juicers and grilling machines. Care must be taken to ensure that cooking causes no offence or irritation to the College staff or to other members of the College. Picnicking is not normally permitted in the College courts and gardens.

## FIREARMS

24. Firearms may not be kept in College rooms (or in hostels or lodgings). Those who wish to keep firearms while in residence must discuss this with the Senior Tutor.

## ANIMALS

25. No animals, with the exception of guide dogs, may be kept on College property.

## PARTIES

26. In College, College hostels and other College-owned accommodation, a party at which the number of guests exceeds eight may be held only with the written permission of the Senior Tutor.
27. Permission for the use of a public room for a meeting or party must be obtained from the Senior Tutor, and the room then booked through the Conference and Bookings Manager.
28. Garden parties or other events in the grounds of College-owned property may be held only if prior permission has been obtained in writing from the Senior Tutor.

## DINNERS

29. The permission of the Senior Tutor is required for the holding of any private or Club dinner in College.
30. When permission has been granted for the holding of a dinner, or a College room has been booked, the organizer of the dinner should arrange the menu in consultation with the Catering Department.
31. If it is wished to hold a party after a private or Club dinner in College, additional permission must be obtained from the Senior Tutor. It is important that this request should be made at least 24 hours before the date of the occasion in case special arrangements have to be sanctioned.

## BEHAVIOUR AT COLLEGE FUNCTIONS

32. If a College Society or Club holds an event in College the Officers and members will be held responsible for the conduct of all those attending the function, including guests from other Colleges and past members.
33. Misbehaviour at parties or dinners, especially if it results in damage to College property or causes undue work for the College staff or offence to other residents of the College, is regarded as a serious breach of discipline.

## CONDUCT AT MEETINGS ON COLLEGE PREMISES

34. No member of the College shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the lawful activities or functions of the College, or any part thereof.
35. No member of the College shall intentionally or recklessly impede freedom of speech or lawful assembly within the precincts of the College. No members of the College shall negligently, intentionally or recklessly fail to give any notice which is required to be given to a College Officer or a College authority under the terms of a Code of Practice issued under the provisions of Section 43 of the Education (No. 2) Act 1986.

36. All members of the College shall comply with any instruction given by a College or University Officer, or by any other person authorized to act on behalf of the College or of the University, in the proper discharge of his or her duties.
37. All members of the College shall state their names when asked by a Proctor or Pro-Proctor, or other person in authority in the College and in the University.
38. Any person attending a meeting who is not a member of the College may be required at any time to leave College premises, notwithstanding any payment he or she may have made to attend the meeting.

#### FORMAL HALL

39. Formal Hall is a special occasion and students should always have regard for their fellow diners, staff and College property. The following points should also be maintained.
40. Gowns should **always** be worn by members of the College in Formal Hall and everyone is expected to arrive promptly at 7.30 pm.
41. The staff have the right to refuse admission to or to exclude anyone turning up who, in their opinion, is not in a fit state to participate in a civilised dinner.
42. People should **not** wander round the Hall unnecessarily, as this affects the catering staff.
43. Throwing food is strictly prohibited. Drinking races or drinking games are not allowed at any time.
44. Formal Hall is **not** an occasion for flashlight photography but it is permitted after the Fellows have left the Hall or after coffee has been served.
45. While the Fellows are in the Hall there should be **no** toasting or singing. These activities are permitted, however, after the Fellows have left the Hall as long as no inconvenience is caused to the staff.

#### SMOKING

46. Smoking is not permitted in the public areas of the College buildings. Public areas include: all public rooms; all corridors and staircases; all offices and work areas; all gyp rooms, bathrooms, changing rooms, toilets, TV rooms and common areas; the JCR bar; the Boathouse; the Sportsground pavilion; the Porters' Lodge. Smoking is also not permitted in public areas which are partially enclosed, specifically Front Court Cloisters, the Chapel Cloisters, the Tunnel and North Court Cloisters and the Queen's Building Cloisters. Smoking is not permitted in any room in Old Court.

#### PLAYING OF MUSIC

47. No musical instruments, radios, CD-Players, tape recorders etc. may be played in the College courts or grounds at any time. The playing of these in College rooms is forbidden between 11.00 pm and 8.00 am and at any time when undue annoyance is caused.

#### POSTERS

48. No posters of any kind shall be displayed apart from on the notice boards specifically for that purpose. The Senior Tutor shall have discretion to have any poster removed, where, in his or her opinion, its display is not in the best interests of the College. Breach of these regulations may attract a fine.

## GAMES

49. Ball games or the throwing of any kind of missiles are forbidden in the College. Tennis and croquet are permitted in the Paddock. Tennis may only be played on prepared courts which have been booked through the Porters' Lodge.

## GENERAL BEHAVIOUR

50. All students should at all times behave in a manner that will not bring the reputation of the College into disrepute.

## PHOTOGRAPHY

51. Before any Club or group arranges to have photographs taken in the College courts or gardens, permission must be obtained from the Senior Tutor.

## BICYCLES

52. Bicycles may not be brought inside the College except to wheel them from the gate to the nearest cycle shed or rack. They may not be wheeled through Front Court other than on the direct route from the Front Gate to the Chapman's Garden cycle sheds; they may not be stored or kept elsewhere in the College; nor may they be leaned against the walls of College buildings. All cycles must be registered with the Head Porter and must bear the allotted College number.

## MOTOR VEHICLES

53. Applications must be made to the Senior Tutor by members of the College who wish to have permission (under strict University rules) to keep, hire or use motorcycles, motor scooters, or motorcars in the neighbourhood of Cambridge. No motor vehicles of any sort may be kept or parked anywhere within the College grounds without the permission of the Senior Tutor or in his absence the Head Porter.

## REGISTRATION WITH A DOCTOR

54. Registration under the National Health Service with a Cambridge doctor is required by the College. Failure to register may, at the discretion of the Senior Tutor, attract a fine.

## ILLNESS

55. Members of the College confined to their rooms or lodgings by illness of any kind must send word at once to the Porters' Lodge.

## SUPERVISIONS

56. Students are required to attend all supervisions arranged for them. Failure to do so without good cause may result in a fine and in their being charged the cost of any supervisions missed. Students are reminded that the College is required to certify diligent attendance to the Local Education Authority or funding body and that continuation of financial support is dependent upon this assurance from the College.

## SWIMMING POOL

57. From the start of Easter Term until 31<sup>st</sup> August, Junior members in residence may use the pool from 6.30 am to 9.00 am and 2.00 pm to 7.00 pm daily, including Sundays. Use of the

swimming pool outside of these times is not permitted. The unaccompanied use of the swimming pool at any time is not permitted. The rules for the safe use of the swimming pool, which are displayed beside it, must be observed. The swimming pool is unsupervised and use is at the users own risk.

Further copies of these Regulations may be obtained from the Tutorial Office or from the College website as follows: <https://www.emma.cam.ac.uk/about/official/>