



# COLLEGE REGULATIONS

(POSTGRADUATES)

**2024–2025**

## **COLLEGE REGULATIONS FOR POSTGRADUATE STUDENTS**

### **KEYS**

1. On every occasion when coming into residence, a student is required to sign a Residence Register at the Porters' Lodge in order to obtain a room key.
2. **Veterinary Students in College accommodation** – vets are charged the same way as undergraduate students. They must return the key to the Porters' Lodge during NPR and request Porters to email Tutorial with confirmation that the key has been returned. Student may leave their belongings in the room. If the above is not met you will be charged a room rate for the duration of the NPR.
3. In the interests of security, keys issued to students must not be lent to anyone.
4. Should a replacement key be needed because of the loss of a key originally issued, a student will be required to report this to the Duty Porter in person and the Porter's Lodge will then order a new key for your room after a two-week grace period where you will then be charged for a new key on your College bill.
5. When a student 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.
6. Students are not permitted to get keys cut at their own expense as the Head Porter needs to be aware that all keys are procured through the Porters' Lodge for security reasons. Failure to comply with this rule may result in disciplinary proceedings against the individual.
7. The main College gate is generally closed at 20.00 and locked at 00.00 (midnight) every night, but this may vary according to the amount of activity outside. Students may gain admittance by contacting the night porter or by using a side gate.

### **COLLEGE ROOMS**

8. All full-time students who are registered as Postgraduate Students in the University of Cambridge are expected to be in residence in Cambridge every term unless they are:
  - On a year abroad as part of their course,
  - Research students with approval to work away (LTWA),
  - On approved intermission
 More details can be found here: [Residing outside the University's precincts](#) and [Terms of study](#)  
**You must inform Porters if you are away during term, even for one night. The College needs to know where you are in case of emergency ([porter@emma.cam.ac.uk](mailto:porter@emma.cam.ac.uk))**
9. College rooms are fully furnished. Students are not permitted to substitute items of their own furniture for those supplied by the College, nor are they permitted to add items of their own or remove College items.
10. 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 authorised by the College. Electrical household appliances are not allowed, and in particular additional heating and cooling devices may not be introduced into College rooms. Electrical equipment that is old or defective can be dangerous and Students must therefore ensure that any electrical equipment that they bring to the College (see paragraph 23 below) is safe. If a student 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.
11. Sub-letting College accommodation is strictly prohibited. Failure to comply with this rule will invoke disciplinary proceedings against the individual.

### **DAMAGE TO COLLEGE ROOMS**

12. 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.

13. Owing to the risk of fire, candles, fairy lights, lava lamps and paper lampshades are not permitted in any room allocated to a student.

## VISITORS

14. After 22.00 all guests of students living on the main College site must be accompanied by their host and all such guests must leave College by 02.00, unless only staying for one night or registered for an overnight stay (see 23.1 below).
15. Guests of members living away from the main College site must leave College accommodation by 02.00 unless registered as an overnight guest (see 17.1 below)
16. Guests leaving late at night must be escorted from College property by their host, and not left to walk the grounds unescorted.
17. Students may provide accommodation for overnight guests in their own rooms subject to the following restrictions:
  - 1) All overnight guests of students living in College accommodation must be [registered via the website](#) before 0200, if they are staying more than one night.
  - 2) No daytime guests may be entertained in College before 07.00.
  - 3) No more than one guest may be accommodated at any one time.
  - 4) The total number of nights for which an overnight guest may be accommodated in any term shall not exceed 15, except that each student may accommodate another member of Emmanuel College for up to an additional 5 nights.
  - 5) 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.
  - 6) Other arrangements may be made only with the permission of the Postgraduate Tutor.

## COLLEGE BILLS

18. Students are required to pay tuition and education fees, in accordance with any 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 Financial Agreement signed by the student prior to admission. Every student's College bill for any term shall be paid by the third Wednesday of the next Full Term with the exception of the Lent Term bill which must be paid by 27<sup>th</sup> April. 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. If you are having difficulty paying your rent, you must contact your Postgraduate Tutor immediately.
19. The payment due date for your College Bill should be after you have received your student finance payment. If your student finance payment has been delayed, please contact the Bursary as soon as possible at [student-billing@emma.cam.ac.uk](mailto:student-billing@emma.cam.ac.uk) as we may be able to offer a later payment date. If you have difficulty paying your bill for any other reason, please contact your Tutor. The College can offer support to students in financial difficulties, and your Tutor will be able to talk you through the options available to you on a confidential basis.

## SELF-CATERING

20. 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 on the main College site is permitted. Outside properties have fully equipped kitchens and

you are allowed to cook. Certain equipment is permitted to be used in gyp rooms: toasters, kettles, coffee makers, sandwich toasters, rice cookers, slow cookers, bread makers, blenders, juicers, air fryers 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 only permitted on the Paddock – students taking food from Hall must only take disposable crockery/cutlery. All rubbish and food waste must be disposed of accordingly.

## **FIREARMS**

21. Firearms and other weapons (as defined by the prevention of Crime Act 1953, and subsequent legislation) may not be kept in College rooms (or in hostels or lodgings). Those who participate in relevant sports and need access to any such items whilst in Cambridge, must discuss the matter with the Postgraduate Tutor. Anything which could be construed as being offensive in a public place is not allowed to be kept in a College room. For example: air rifles, BB guns, pellet guns, crossbows, blowpipes. Any knives with blades longer than two inches (other than kitchen knives) may not be brought into College or kept in College accommodation.

## **ANIMALS**

22. No animals, with the exception of assistance dogs, may be kept on College property.

## **GAS CANISTERS**

23. No gas canisters of any description may be brought to or stored in College accommodation, without prior permission from the Bursar.

## **PARTIES**

24. 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.
25. Permission for use of a public room for a meeting or party must be obtained from the Senior Tutor, and the room then booked using [the online enquiry form](#) on the College website.
26. 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/PRIVATE EVENTS**

27. If you wish to hold a dinner/private event in College, please complete [the online enquiry form](#) on the College website, and your request will be considered by the Rooms Booking Committee.
28. 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.
29. 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**

30. If a College or University 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.
31. 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

32. All members of the College are required to follow the external events code of practice, the freedom of speech policy, and the guidance for College clubs and societies, which can be found [on the College website](#).
33. 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.
34. 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.
35. 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 their duties.
36. 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.
37. Any person attending a meeting who is not a member of the College may be required at any time to leave premises, notwithstanding any payment they may have made to attend the meeting.

## FORMAL HALL

38. Formal Hall is a special occasion, and students should always have regard for their fellow diners, staff and College property. The following points must always be observed:
  - 1) Gowns must always be worn by members of the College in Formal Hall.
  - 2) You and your guests must arrive promptly before 19.15. Entry to Formal Hall will be refused if you are late.
  - 3) Members of College staff will refuse admission to anyone who, in their opinion, is not in a fit state to participate in Formal Hall.
  - 4) You have been asked to specify in advance, both for yourself and your guests, any food allergies or other food restrictions. Dishes will have been prepared for you to take into account those restrictions, and when you are served during Formal Hall you must not ask for an alternative dish. Staff have been instructed to serve only the dish which has been prepared for you on the basis of the food restrictions you have previously specified.
  - 5) Staff need to know that everyone has remained in their original seats so that the correct dishes can be served to those who have reported food allergies. Therefore, you must remain seated during Formal Hall, and are not allowed to move round the Hall during dinner.
  - 6) Table setting objects must not be removed from Hall.
  - 7) You can take photographs after the Fellows have left the Hall or after coffee has been served. If you choose to do so, you are expected to respect the privacy of the other diners and the reputation of the College.
  - 8) There must be no toasting, singing, or drinking games. The Hall is licensed premises, and rowdiness and drinking games breach the terms of the College's alcohol licence.

## SMOKING

39. The College is a smoke-free site, and smoking is not permitted in any part of the College buildings or grounds, included but not limited to: any residential accommodation, all gardens, Boathouse, all gyp rooms, bathrooms, changing rooms, toilets, TV rooms and common areas, the College Bar, the Sportsground pavilion and College vehicles.
40. Smoking includes the use of cigarettes, cigars, pipes filled with tobacco, or any other substance and any form of e-cigarette or electronic device that is used in a similar way to cigarettes.



## **PLAYING OF MUSIC**

41. 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 23.00 and 08.00, and at any time when undue annoyance is caused.

## **POSTERS**

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

## **GAMES**

43. 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**

44. All students should at all times behave in a manner that will not bring the reputation of the College into disrepute.
45. All members of the College are responsible for their own safety, must not endanger the health and safety of others, and must comply with all health and safety regulations and instructions issued by the College or other associated institutions. Failure to comply with this Regulation may be treated as a disciplinary matter and anyone endangering the health and safety of others may be required to vacate College accommodation immediately.

## **PHOTOGRAPHY**

46. 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**

47. 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**

48. 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 their absence, the Head Porter.

## **REGISTRATION WITH A DOCTOR**

49. 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**

50. 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**

51. Students are required to attend all supervisions arranged for them.

## **SWIMMING POOL**

52. During the Easter Term, Students in residence may use the pool from 06.30-09.00 and 12.30-19.00 daily, including Sundays. Between 09.00-12.30, access is restricted whilst the pool is cleaned. Thereafter, until 31 August, from 06.30-09.00 and 17.15-19.00 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 and listed below must be observed. The swimming pool is unsupervised, and use is at the users' own risk.

### **SWIMMING POOL RULES:**

1. For use by Fellows, College staff, students and permitted guests only.
2. No entry after 19.00.
3. No lone swimming.
4. No diving.
5. No running.
6. No smoking or alcohol.
7. No consumption of food or drink permitted.
8. No photography permitted.
9. Children are the responsibility of parents/guardians or other responsible persons.
10. Students are permitted to bring a maximum of two guests.

Further copies of these Regulations may be obtained from the Tutorial Office or [from the website](#).