

REGULATIONS FOR JUNIOR MEMBERS

In the context of these regulations, 'Junior Members' should be taken to refer to all members of the College in statu pupillari (students). Specifically, as well as members of the University who have not been admitted to membership of Convocation, it should be taken to include freshers (students during the period between arrival and matriculation); visiting students; and such Senior Members of the University as the Governing Body determines are members of the College in statu pupillari.

General

1. (i) Junior Members of the College are required to make themselves familiar with these regulations and with any others which may be made from time to time by the Master or Officers of the College.

(ii) The regulations binding on Junior Members, whether they be issued by the Master or Officers of the College are referred to hereafter as the College's Regulations. In addition to observing the College's Regulations, Junior Members are required to familiarise themselves with and observe the regulations of the University for student members.
2. Conduct of which others might reasonably complain, whether in College or elsewhere and even when not otherwise specified in the College's Regulations, is to be avoided and may be treated as an offence.
3. Junior Members shall not by their conduct interfere with the teaching, study or research of other members of the College, nor shall they impede any Officers of the College or members of its staff in the performance of their duties.
4. Junior Members are required to preserve the facilities and amenities of the College.

Freedom of Speech and Freedom from Harassment

5. (i) No Junior Member shall disrupt or attempt to disrupt the lawful exercise of freedom of speech by any member of the College; member of its staff; or visiting speaker.

(ii) Every Junior Member shall comply with the provisions of the *Code of Practice on Freedom of Speech* issued from time to time by the Governing Body pursuant to the duty imposed by Section 43 of the Education (No. 2) Act 1986 and displayed on the College Notice Board.
6. (i) No Junior Member shall harass or attempt to harass any member of the College; member of its staff; or visitor to the College.

(ii) Every Junior Member shall comply with the *Code of Practice Relating to Harassment* as approved by the Governing Body and displayed on the College Notice Board.

Residence Requirements et al.

7. Undergraduates (other than Modern Linguists during their year abroad) and visiting students must be in residence by the beginning of College Term (i.e. by 5:00 p.m. on the Thursday before the first Sunday of University Full Term) and must sign the appropriate book in the Lodge as soon as they arrive. They must not leave before the end of College Term (i.e. until after breakfast on the Saturday after the eighth Sunday of University Full Term). They must sign the appropriate book in the Lodge before they depart and leave full details of their vacation address with the Lodge. Permission for undergraduates to leave early or return late will be given by the Master or Senior Tutor only for exceptional reasons.

8. During College Term, undergraduates (other than Modern Linguists during their year abroad) and visiting students must reside in College or in their lodgings every night unless they have signed the exeat book, which is kept in the Lodge. To satisfy University requirements, undergraduates (other than Modern Linguists during their year abroad) must reside within the University for at least forty-two nights during each University term.
9. During College Term, undergraduates (other than Modern Linguists during their year abroad) and visiting students must check their pigeonholes for letters at least once every three working days and on the last morning before they depart for the vacation. During College Term, undergraduates (other than Modern Linguists during their year abroad) and visiting students will thus be deemed to have received letters three working days after they have been left in their pigeonholes or on the last day of College Term (whichever is the sooner). Although the work of both Senior and Junior Members may be expected to continue outside the hours and days associated with other occupations, for these purposes working days are Monday to Friday inclusive.

Individual tutors may also require their students to have an email address and may specify the frequency with which it must be checked.

All Junior Members are required to notify the College Office, the Bursary, and the Lodge immediately of any change in their term-time or vacation address.

10. Any undergraduate or visiting student who wishes to live out of College requires the consent of the Master and Bursar. Undergraduates may, however, be required to live out of College.

Courses, Public Examinations and the Taking of Degrees

11. No Junior Member of the College may enter upon a course leading to a Certificate, Diploma or Degree without obtaining the leave of the College.
12. Undergraduates and visiting students must obtain the permission of their College Tutor before undertaking any paid work.
13. Undergraduates and visiting students who are prevented by illness from attending tutorials, classes, or lectures must report their illness (and recovery) to the Senior Tutor (via the Lodge) and their College Tutor.
14. Junior Members who persistently fail to produce work of the standard required by their Tutors or Supervisors, or who fail to pass examinations at the level and time required by the College, may be rusticated (suspended) or sent down (expelled).
15. The names of candidates for University Examinations are normally entered through the College. Candidates themselves however are responsible for seeing that their names are entered.
16. Dates of degree days and other information concerning them may be obtained from the College Secretary. Anyone wishing to take a degree must submit a completed application form to the College Office at least three weeks before the degree day in question and must by that time have returned all their library books and settled in full all debts with the College and University.

Scholarships and Exhibitions

17. Scholarships and exhibitions are awarded for one year in the first instance, but may be renewed for one year at a time, provided that the maximum term shall not exceed six years. The College may fail to renew or may remove a scholarship or exhibition if it is not satisfied with the progress, industry and good conduct of the holder. Scholarships and exhibitions are not renewed after qualification for a degree with classified honours or a Pass degree.

Gowns and Standards of Dress

18. Gowns are worn at Divine Worship in Chapel; at Formal Dinner in Hall; at Collections; and when officially visiting the Master; Fellows or Lecturers of the College; or any Officer of the College. This requirement is usually waived for tutorials.
19. Graduates of Oxford wear the gown of their degree. Graduates of other universities who are reading for Higher Degrees and Diplomas may wear either the Advanced Student's gown or the academic dress of their own universities. Graduates reading for Certificates may wear either a Commoner's gown or the academic dress of their own universities. All other Junior Members except holders of scholarships wear a Commoner's gown. Holders of scholarships may wear a Scholar's gown.
20. Junior Members dining in Hall or taking Collections are required to adopt a standard of dress which will be specified from time to time.

Social Activities

21. Parties held by Junior Members in College or College-owned property require the permission of the Junior Dean, which must be obtained before any arrangements are made. All larger social events held by Junior Members in College or College-owned property require the permission of the Junior Dean and Bursar. At least two weeks should be allowed for the Junior Dean and Bursar to consider a request for permission to hold a larger social event.

For these purposes, a party is a social gathering at which more than a dozen but less than two dozen people are present; a larger social event is one at which two dozen or more people are present.

22. Junior Members must obtain the permission of the Junior Dean for:-
 - (i) dramatic rehearsals and performances in College and College-owned property (during term, rehearsals may not take place in the morning);
 - (ii) social activities (including society meetings) at which musical instruments are to be played or which involve the possibility of disturbance to members of the College for any other reason;
 - (iii) social activities in College or College-owned property that are open to non-members who have not been individually invited.

All such activities must end by 11:45 p.m., and the JCR must be cleared by midnight.

23. Larger social events should not be held on any day when members of the College are involved or about to be involved in University Examinations.

Noise

24. The volume of noise of any sort must at all times be such that it cannot disturb neighbours or members of the College using its public spaces.

Guests

25. (i) Junior Members of the College are responsible for the behaviour of their guests while the latter are on college premises. No person may remain as the guest of a Junior Member after being told to leave by the Master; any Fellow or Lecturer of the College; the Junior Dean; or a member of the Lodge staff.

(ii) No person may be admitted to College or College-owned property as a guest of a Junior Member when entry to the College or College-owned property has been forbidden by the Master or Dean.

Sports

26. No member may take part in rowing or sailing under the auspices of a College or University Club until they have produced evidence to the Dean that they can swim. The Dean may ask the secretaries of the clubs concerned to obtain such evidence from their members.
27. No member may practice or play Rugby under the auspices of the College's Rugby Club until the College's Rugby Club has produced evidence to the Bursar of adequate insurance.

College Facilities and Amenities

28. The Junior and Middle Common Rooms are placed at the disposal of Junior Members by the College and their use is subject to the ultimate control of the Governing Body.
29. The use of public rooms by Junior Members is subject to permission from the relevant College Officers. Forms appropriate to asking for this permission may be obtained from the Lodge.
30. The Library is open for the use of all Junior Members provided that they comply with the Library Regulations. The Library Regulations are revised from time to time by the Librarian. Junior Members should consult the most recent version as displayed on the Library Notice Board. The current version is given in Appendix A.
31. Use of the College's Computer Rooms; the College's data networks; and computers within the College and College-owned property is subject to the Computer Regulations. The Computer Regulations are revised from time to time by the Computer Curator. Junior Members should consult the most recent version as displayed on the College's website. The current version is given in Appendix B.
32. Junior Members must keep off the grass in the front quadrangles, except that bowls or croquet may be played on one of the lawns during Trinity Term if the Bursar has given permission.
33. Games involving the use of footballs, frisbees and similar objects may not be played within the precincts of the College.

For these purposes, it is sufficient for an object to be similar to a football or frisbee that it be taken to be such by the Master; any Fellow or Lecturer of the College; the Junior Dean; or any member of the Lodge staff.

34. Junior Members may not bring any animal, explosive substance (including fireworks), or firearm into College or College-owned property. Nor may they allow any guest to bring any animal, explosive substance (including fireworks), or firearm into College or College-owned property.
35. Junior Members of the College are provided with a key to the College, which is to be returned to the Lodge at the end of their course of study.
36. No Junior Member may make a duplicate of any key issued by the College. Nor may they lend a College key to anyone who is not a member of the College.

Damage to College Property

37. (i) Damage to College property or to that of its members must be reported to the Lodge at once.

In general, damage to College property brought about by Junior Members will be charged to the Junior Member responsible at cost.

Where it is not possible to identify an individual Junior Member as responsible, there is an understanding that damage may need to be charged to the JCR, MCR, or a College Club.

Where a Junior Member has damaged College property and failed to report it promptly to the Lodge, that Junior Member will normally be liable for a fine in addition to the cost of repairs. The level of the fine will be determined by the Dean.

Where a Junior Member has damaged College property and reported it promptly to the Lodge, that Junior Member will not normally be liable for any fine in addition to the cost of repairs.

(ii) Junior Members resident in College or College-owned property will normally be held responsible for any damage done to their rooms.

Vehicles

38. Bicycles may not be ridden within the College precincts and may not be left anywhere within the College except in the stands provided for them. Entry is via the iron gates. They may not be left outside the College in New Inn Hall Street.
39. Junior Members living in College are not permitted to keep motor cars or motorcycles (including scooters) in Oxford except by special leave of the Dean.
40. If they are permitted, Junior Members' cars, bicycles and motorcycles (including scooters) must be registered with the Lodge.

The Laws of the Land

41. Junior Members are expected to obey the Laws of the Land.
42. (i) Junior Members should note that the College is obliged to report those found to be in possession of Class A and Class B drugs and those suspected of dealing in illegal drugs (including cannabis) to the local police. Whilst each case is treated on its own merits, the College normally rusticates (suspends) Junior Members who face criminal prosecution and a criminal conviction may result in the Junior Member being sent down (expelled).

(ii) Junior Members who have any concerns or problems relating to illegal drugs or addiction should be aware that there are confidential welfare facilities available to them. The Tutor for Welfare may be approached in confidence for advice and details of these welfare facilities are posted on the College Notice Board. The College's *Statement of Policy on The Use of Illegal Drugs by Junior Members*, also posted on the College Notice Board, contains a more detailed account of the College's policy with respect to the use of illegal drugs by Junior Members.
43. Junior Members who are facing criminal prosecution must inform the Master and the Dean.

Enforcement of Regulations

44. By statute, the Master has "pre-eminence and authority over all other members of the College and over all persons thereunto belonging and shall cause all the other members of the College and persons thereunto belonging to perform the duties of their respective offices or positions within the College." In accordance with statute, the Master delegates to the Dean certain powers for causing Junior Members to perform their duty to conform their behaviour to the College's Regulations. The Dean is assisted in causing Junior Members to perform this duty by the Junior Dean.

(i) Where in the opinion of the Junior Dean an offence against the College's Regulations justifies a fine of £25 or less, the Junior Dean shall recommend such a fine to the Dean, informing the Junior Member concerned of the nature of the alleged offence and the recommendation. If the Junior Member wishes to contest the recommendation, he or she must ensure that within five working days of being informed of the Junior Dean's recommendation the Dean is in receipt of a letter from him or her stating that wish. In the absence of such a letter, the Dean will ordinarily impose the fine as recommended by the Junior Dean five working days after the Junior Dean informed the Junior Member of the nature of the recommendation.

(ii) The Dean is authorised to levy fines of up to £100 on individual Junior Members for infringement of the College's Regulations; to impose 'community service'-type punishments on individual Junior Members for infringement of the College's Regulations; and to ban individual Junior Members from certain College facilities and amenities for infringement of the College's Regulations.

Where a Junior Member faces a fine recommended by the Junior Dean that the Junior Member contests; a fine greater than £25; a 'community service'-type punishment; or a ban from certain College facilities and amenities, the Dean will normally summon the Junior Member concerned to a formal meeting at which the case will be discussed prior to the imposition of any punishment.

45. Where in the opinion of the Dean an offence against the College's Regulations justifies a fine greater than £100, rustication (suspension), sending down (expulsion), or withholding leave to supplicate for a University degree, the Dean shall recommend a penalty to the Master, informing the Junior Member concerned of the nature of the alleged offence and the recommendation. If the Junior Member wishes to contest the recommendation, he or she must ensure that within ten working days of being informed of the Dean's recommendation the Master is in receipt of a letter from him or her stating that wish.

In accordance with the Statutes, the "Master may, in the exercise of his authority, inflict on members of the College *in statu pupillari* [Junior Members] such reasonable penalties as he shall think fit, which penalties may, subject to the provisions of these Statutes, include the removal of names from the College Books [sending down/expulsion]."

46. Where either the Master or Dean believes that the continuing presence of a Junior Member in College or College-owned property poses a threat to the safety of a member or members of the College or its staff, he has the authority to impose a summary rustication. A Junior Member who is summarily rusticated must vacate College and College-owned property immediately he or she is informed of his or her summary rustication except that:-
(i) he or she must pause to leave details of a contact address with the Lodge; and, if he or she is a resident in College or College-owned property,
(ii) he or she may be allowed to return briefly to his or her room to collect personal belongings under the supervision of a member of the Lodge staff.

47. If a Junior Member wishes to appeal against any decision of the Dean or Master, he or she must write to the Master stating this wish. Upon receipt of such a letter, the Master shall decide either to hear the appeal himself or to ensure that an Appeal Panel is set up to hear the appeal. Junior Members who wish to appeal against a decision of an Appeal Panel may appeal to the Office of the Independent Adjudicator for Higher Education. Members are referred to the website of the Office of the Independent Adjudicator (www.oiahe.org.uk) for further details.

The full procedures for contesting a recommendation and making an appeal are given in *Disciplinary Procedures for Junior Members*.

48. (i) Fines must be paid in cash at the Bursary within two working days of their imposition whether or not an appeal is lodged.

(ii) A failure to pay fines promptly and in full is an offence rendering the debtor liable to an additional fine of an amount to be determined by the Dean.

(iii) Fines imposed on individual Junior Members must be paid by the person(s) on whom they are imposed, and not collectively on their behalf by any group, club or society.

Fines collected are contributed to the College's Hardship Fund from which bursaries are made to indigent Junior Members.

49. The nature of any 'community service'-type punishment and any ban from using certain College facilities and amenities will be specified in a letter from the Dean and it is the responsibility of the Junior Member on whom the punishment is imposed to ensure that he or she fully understands it.

A failure to conform fully to a 'community service'-type punishment or a ban from using certain College facilities and amenities will be treated as a new offence, rendering the offender liable to additional punishment.

50. It is the responsibility of Junior Members who are facing disciplinary proceedings to familiarise themselves with the relevant procedures as detailed in *Disciplinary Procedures for Junior Members*, a copy of which is displayed on the College Notice Board and a copy of which will be sent to any member who has been summarily rusticated or whom the Master has decided to send down.

Appendix A
Library Regulations

The Library is open to the use of all Junior Members of the College, provided that they obey the following regulations:-

- (i) Silence must be observed in the Library at all times.
- (ii) No smoking is allowed in the Library.
- (iii) No food or drink may be consumed in the Library.
- (iv) No book marked (either inside or out) 'Reference only' or 'Not to be taken from the room', nor any periodical or exam paper may be removed by a Junior Member without the permission of the Librarian.
- (v) No books may be borrowed from the Law Library.
- (vi) No Junior Member may take out any book without checking it out on the self-issue terminal.
- (vii) No Junior Member may have out at any one time more than twelve volumes without special leave of the Librarian; and no book may be retained more than a week in term if asked for by another reader. Each extra volume illegally borrowed will incur a fine of five pence per day.
- (viii) Each overdue book will incur a fine of five pence per day.
- (ix) For Junior Members who are undergraduates or visiting students, the basic loan period is four weeks in term, but this is progressively shortened towards the end of term as all books borrowed by undergraduates are due for return by Thursday of 8th week. Books may be renewed from Monday of 8th week for the rest of the term and the duration of the forthcoming vacation. Failure to return a book by Thursday of 8th week or to have renewed it by then for the vacation will incur a fine of five pence per volume per day.
- (x) For Junior Members who are graduates, there is a fixed loan period of 56 days.
- (xi) All library users must take good care of the books in their possession. In particular, books should not be used to prop open windows.
- (xii) No non-member of the College may be admitted to or use the Library without the permission of the Librarian.
- (xiii) Mobile phones must be switched to silent when in the Library and must not be used in the Library.
- (xiv) Laptop computers must be switched to silent when in the Library.
- (xv) Computers or mobile phones which are left unattended in the Library will be switched off and/or removed if they are impeding the use of the Library. The College is not responsible for any damage to or loss of data from a mobile phone or computer that is caused by its being switched off or removed after it has been left unattended in the Library.
- (xvi) Private books and papers may be left on the tables in the Library only during brief absences. Places may not be reserved over longer periods and books and papers so left will be cleared. Items not claimed will be disposed of at the end of term.
- (xvii) No Junior Member may refuse a request from any Senior Member of the College; the Librarian; or an appointed deputy to examine bags, coats, et cetera for un-issued books.
- (xviii) Those who have taken their last University Examinations must return all their library books immediately.
- (xix) At the end of each academic year, the cost of any books found to be newly missing and not down to any name will be divided on a subject-by-subject basis among all undergraduates who have been in residence that year and charged on battels.

Appendix B
Computer Regulations

The College's Computer Rooms and data networks are made available for the use of all Junior Members of the College, provided that they obey the following regulations:-

- (i) An atmosphere conducive to study must be preserved in the Computer Rooms at all times.
- (ii) No smoking is allowed in the Computer Rooms.
- (iii) No food or drink may be consumed in the Computer Rooms.
- (iv) No non-member of the College may be admitted to or use the College's Computer Rooms or data networks without the permission of the Computer Curator or College IT Officer.
- (v) Junior Members must observe all College, University, and JANET rules on the use of academic computer networks.
- (vi) Junior Members must not install any peer-to-peer file sharing software on any Computer that uses the College's data network and they must remove any such software on their personal computers if they intend to use them on the College's data network.
- (vii) Junior Members must ensure that any personal computer they use on the College's data network is kept up to date with software patches and anti-virus software.
- (viii) Junior Members may not use the College Crest on any website that they create except with the permission of the Computer Curator.