



# **Fitzwilliam College Regulations 2016 / 2017**

## INTRODUCTION

The College is a community in which undergraduates, graduate students and senior members join together for the purpose of learning and research and for a large part of their social life. All communities need rules to govern the conduct of their members. In the College, the basis of these rules is to be found in the Statutes of the College, a copy of which may be inspected in the College Library. This booklet details the main regulations which have been found necessary to give effect to the Statutes and to ensure the smooth running of the College in the interests of all its members, senior and junior alike. References to junior members include both undergraduates and postgraduate students. These regulations are supplemented from time to time by notices displayed on the Screens by College Officers. The College is part of the University and Junior Members are also required to observe the regulations contained in A summary of Information and Regulations for the use of Junior Members, a copy of which is given to all students when they come into residence. Failure to conform to the requirements of University Regulations may be regarded as an offence comparable to a breach of College Regulations.

Even more important than the specific regulations, however, is the spirit, which lies behind them. This is that members of the College must at all times act with consideration for other members and Assistant Staff. Any action, which might cause distress, annoyance or inconvenience to other members of the College or to members of the Assistant Staff may be treated as an offence, even if it does not involve disregard of a specific regulation. Such offences will be treated under Regulation 15.

The following shall constitute misconduct:-

1. disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the College, whether on College premises or elsewhere;
2. Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the College or any authorised visitor to the College;
3. violent, indecent, disorderly, threatening or offensive behaviour or language whilst on College premises or engaged in any College activity;
4. fraud, deceit, deception or dishonesty in relation to the College or its staff or in connection with holding any office in the College or in relation to being a student of the College;
5. action likely to cause injury or impair safety on College premises;
6. sexual or racial harassment of any student, member of staff or other employee of the College or any visitor to the College;
7. breach of the provisions of the Code of Practice on Freedom of Speech issued under Section 43 of the Education (No.2) Act 1986. (See Appendix 6);

8. examination offences;
9. damage to, or defacement of, College property or the property of other members of the College community caused intentionally or recklessly, and misappropriation of such property;
10. misuse or unauthorised use of College premises or items of property including computer misuse;
11. conduct which constitutes a criminal offence where that conduct -
  - (a) took place on College premises, or
  - (b) affected or concerned other members of the College community, or
  - (c) damages the good name of the College;
12. behaviour which brings the College into disrepute;
13. failure to disclose name and other relevant details to an officer or employee of the College in circumstances when it is reasonable to require that such information be given;
14. failure to comply with a previously-imposed penalty;
15. the College does not tolerate sexual or racial harassment of any student, member of staff or other employee of the College or any visitor to the College. We subscribe to the University's Dignity@Study Policy (<http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing/dignitystudy>), and we have produced a guide to Grievance, Complaints and Disciplinary Procedures (<http://tinyurl.com/Grievance-Complaint-Discip>).

It may be that from time to time a Junior Member wishes to make a complaint. It is the College's hope that most complaints will be resolved informally. Complaints procedures are given in Appendix 8 of this document, which includes information about the Office of the Independent Adjudicator.

[The term "College" also includes University wherever appropriate.]

## CONTENTS

RESIDENCE AND KEEPING TERM .....	5
THE TUTORS .....	5
DINING .....	6
EXEATS.....	6
COLLEGE BUILDINGS.....	6
SMOKING POLICY .....	8
MOTOR CARS, MOTOR CYCLES AND BICYCLES .....	8
NON-COLLEGE ACCOMMODATION .....	9
GENERAL MATTERS .....	10
ACADEMICAL DRESS .....	10
OFFICIAL NOTICES .....	10
BOOKING OF PUBLIC ROOMS .....	10
THE OLISA LIBRARY.....	11
HALL .....	11
DEPOSIT .....	12
ACCOUNTS.....	12
SUPERVISIONS .....	13
EXAMINATIONS .....	13
CHANGE OF SUBJECT AND EXTENDED COURSE .....	14
POSTGRADUATE AND ADDITIONAL COURSES .....	14
DEGREE CEREMONIES .....	14
RESIDENCE IN VACATION .....	14
HEALTH MATTERS .....	15
PUBLIC MEETINGS .....	15
FIRE.....	15
BAR .....	15
PAID EMPLOYMENT .....	15
COMPUTING FACILITIES AND NETWORKS.....	15
APPENDIX 1: COLLEGE ORDINANCE ON DISCIPLINE FOR MEMBERS OF THE COLLEGE IN STATU PUPILLARI .....	18
APPENDIX 2: PARTIES, DINNERS AND FORMAL HALL .....	24
APPENDIX 3: OVERNIGHT GUESTS.....	28
APPENDIX 4: COLLEGE ORDINANCE ON EXAMINATION FAILURES UNDER STATUTE XLVIII.3 .....	30
APPENDIX 5: GYP ROOMS.....	32
APPENDIX 6: PUBLIC MEETINGS - FREEDOM OF SPEECH .....	34
APPENDIX 7: JMA CODE OF PRACTICE .....	37
APPENDIX 8: STUDENT COMPLAINTS PROCEDURES .....	39
N O T I C E S .....	42
SECURITY .....	42
PHOTOCOPYING .....	42
BURSARY (ACCOUNTS) DEPARTMENT .....	42
TUTORS.....	42
DIRECTORS OF STUDIES.....	42
GUEST ROOMS .....	42
COMPUTER ROOMS .....	42
MUSIC ROOMS .....	43
LAUNDERETTE .....	43
COLLEGE NURSE AND COUNSELLOR .....	43
CHAPEL .....	43
CHAPLAIN .....	43
UNIVERSITY CARD.....	43
COLLEGE OFFICES .....	44

## **REGULATIONS FOR STUDENTS**

### **RESIDENCE AND KEEPING TERM**

1. It is necessary to reside for a minimum of nine terms to obtain a degree at Cambridge. In order to keep term, and thus have it counted as a term of residence, it is necessary to reside in Cambridge for nights equivalent in number to those of Full Term. Any nights spent in residence during the Residence Period before the beginning or after the end of Full Term may be counted towards keeping term. Any nights spent away from Cambridge (see Regulations 8 to 15) must be made up either before or after the end of Full Term in the Residence Period in order that term may be kept. Failure to comply with this University Regulation will mean that a student may become ineligible to take examinations at the required time and thus will not be able to proceed to a degree.
2. All students must come up not later than the first day of Full Term and they may not go down before the last day of Full Term even though they may have kept term. Tutorial permission is needed for any departure from this rule. First year students coming into residence for their first term are usually required to come up two or three days before the beginning of Full Term and will be notified of the date concerned in advance. All Undergraduates must sign the Redit and Exeat Book each term at the Porters Lodge. All Graduate students must contact the Graduate Secretary at the end of each term to confirm that Residence has been kept.
3. Undergraduate students are normally permitted to reside during any part of the agreed Residence Period but must state the dates on which they intend to go down and to return into residence on the termly Request for Out of Term Accommodation form circulated by the Accommodation & Housekeeping Manager. Any changes in these dates must be reported immediately to the Accommodation & Housekeeping Manager. If it appears desirable in a particular case, the Senior Tutor may require a student to go out of residence when term has been kept.
4. Every student is held responsible for ensuring that the Term has been kept and for confirming that this is so by signing the Redit/Exeat Book in the Porters Lodge.
5. All Junior Members must validate their personal information on CamSIS (Cambridge Student Information System) at the start of every academic year and again when any changes occur during the year (address, phone numbers etc).

### **THE TUTORS**

6. Students below the status of Bachelor of Arts are required to call upon their Tutor, without special summons, at the beginning and end of each term, within the period of Full Term. Students with the status of Bachelor of Arts and above are required to call upon their Tutor, without special summons, once in each term.

## **DINING**

7. All students are required to pay a fixed charge and to observe such other regulations as may from time to time be published.

## **EXEATS**

Students in certain approved categories (see Regulation 75) are exempt from the provisions of Regulations 8-14 inclusive. Their attention is drawn, however, to Regulation 15 to which they are subject.

8. Until they have kept term, persons in *statu pupillari* may not leave Cambridge for the whole of any night (see Regulation 10) without Tutorial permission and the grant of an Exeat. Any such nights spent away must be made up otherwise a student may become ineligible to take his/her degree (see Regulation 1).
9. Students living in College must return to it before 06:00. Tutors may require students to remain in College after 00:00.
10. All students, unless they have an Exeat, must be in their rooms or rented accommodation at 06:00.
11. Students must apply to the Head of Tutorial Office for Exeats. These will not be granted for indefinite periods nor without good reason.
12. Copies of Exeats must be shown at the Porters' Lodge on departure and deposited there on return.
13. Students living out of College must deposit their Exeats with the Porters' Lodge on return to College.
14. Any days of residence lost during a Full Term must be made up before the end of the Residence Period of that Term.
15. Breaches of College Regulations are dealt with by the Dean of College and the Disciplinary Committee. Details of disciplinary procedures are printed as Appendix I of these Regulations.

## **COLLEGE BUILDINGS**

16. College rooms are assigned by the Senior Tutor, and the statement of the terms and conditions applying to the occupation of a student's room will be provided at the time when they are assigned. Details of Rules governing the use of College Accommodation are given in the Accommodation Handbook – <https://www.fitz.cam.ac.uk/sites/www.fitz.cam.ac.uk/files/Student%20Accommodation%20Handbook.pdf>

17. Room keys should be collected from the Head Porter and signed for. In the event of the room key being lost, the Porters' Lodge should be informed immediately; a charge of £20 will be made for a replacement. Lost security fobs will be charged at £5. It is forbidden to cut extra keys. All room keys must be handed to the Head Porter by the end of the contracted Residence Period for use, if necessary, by other guests. Failure to do this causes great inconvenience and cost to the College and will result in an automatic fine of £20.00.

Meeting Room and Music Room keys must be returned to the Porters Lodge immediately after use. Failure to do so will result in a £10 fine.

18. North Lodge is secured at all times with access via Card. The Hall Building will be secured no later than 02:00, except as provided in notices posted from time to time, or by special permission of the Senior Tutor, or the Bursar.
19. Junior Members may accommodate a guest in their room if permission is obtained. The rules governing such visits and the procedure to be followed to obtain such permission are specified in Appendix 3.
20. Undue noise is not allowed in the College and precincts or in College houses. Noise should never be at a level at which it disturbs other nearby residents. Audio equipment should not be audible outside a student's own room.
21. Except by permission of the Senior Tutor, the playing of musical instruments is allowed only between the hours of 09:00 and 22:00, in rooms booked for this purpose at the Porters' Lodge, or in a student's own room between 17:00 and 20:00.
22. The use of audio equipment is permitted in students' own rooms, the Auditorium Music Rooms, the Junior Combination Room, the Middle Combination Room, the Fitzwilliam Society Common Room, the Gym, the Art Room, and the Café Bar. Except by special permission of the Senior Tutor it is forbidden elsewhere in the College buildings and precincts. Disturbance to other members of the College must be avoided and the use of such devices will be prohibited where this Regulation is neglected.
23. Doors, walls and woodwork must not be defaced by drawing pins, nails, adhesive tape, blu-tack etc. Pictures, wall decorations etc., must be displayed by means of the picture rail, pin-up board or 'magic whiteboard' paper provided. It is particularly important not to use drawing pins for the purpose of affixing notices and the like to doors and window frames, or indeed woodwork of any kind. Items must not be affixed to windows of rooms, including (without limit) posters, banners, flags, stickers or decorations. Any interference with fire extinguishers, heat sensors or smoke alarms is forbidden, dangerous and is likely to result in disciplinary action. Any damage caused by disregard of this regulation will be charged to the Junior Member concerned.
24. Further rules governing the use of certain public rooms may be posted in the room concerned.

25. The rules governing the use of Gyp Rooms are given in Appendix 5.
26. No animals may be brought within the College or its precincts.
27. Disciplinary action will be taken against any student who is discovered climbing over fences or gates into College, and a most serious view will be taken of any inconvenience caused to neighbours of the College.
28. Walking on lawns in the centre of the College site (around the Grove) is permitted at all times of the year (subject only to restrictions necessary in certain weather conditions, to be determined by the Head Gardener). Walking on the grass outside of these areas is not permitted at any time.
29. Deposition of litter in the College is a punishable offence.
30. Disciplinary action will be taken against any Junior Member who damages College property. In the event of damage to or misuse of College property by a Junior Member or Junior Members, those concerned will be responsible for the costs of making good such damage.
31. Games with balls or other projectiles are not permitted on the main College site. Roller Blades, Skate Boards or Scooters are not to be used within the College grounds.

#### **SMOKING POLICY**

32. Smoking (including 'vaping'/e-cigarettes) is not permitted within the perimeter of the College buildings, including gardens, study bedrooms and public rooms, or in any off-site College property. Anyone wishing to smoke may do so in the designated smoking areas in Storey's Way and Huntingdon Road car parks. In College off-site properties, smoking may only take place in the garden areas to the rear of the properties. Any junior member of the College found to be in breach of this regulation will be automatically referred to the Dean.

#### **MOTOR CARS, MOTOR CYCLES AND BICYCLES**

33. The University Regulations do not in general allow undergraduates to keep motor vehicles, including motor cycles, in Cambridge. Exemptions are made, however, for special reasons and particular uses. Permission to keep a vehicle should be sought in the first place from the Senior Tutor and thereafter from the University Motor Proctor.
34. Those resident in College who have the necessary permissions from the Motor Proctor and the Senior Tutor to keep a motor vehicle in Cambridge must obtain, from the Head Porter, a car-parking badge, which must be clearly displayed, in order to use the College car park. Undergraduates and postgraduates with such permission must park their cars and motorcycles in the car park they have been given permission to use (this may be at one of our outside houses). Use of College car parks may be



temporarily suspended by the Bursar. Students without such permission, or who fail to observe a car park suspension, will be liable to a fine of £20 per day.

35. **Bicycles:**

- (a) **All student bicycles must be registered with the Porters Lodge within the first two weeks of residence period of the new academic year.** Each bicycle must be marked clearly in one place with the registration number provided by the Porters. Failure to comply will result in a fine of £5.00. Unregistered bicycles are liable to be removed and disposed of.
- (b) The riding of bicycles is forbidden on all flagstone pathways on the College site.
- (c) Bicycles must not be brought within College buildings, on or off the main College site, at any time.
- (d) Junior Members may park bicycles on the College site only in the bicycle racks provided for students, and not in those racks provided for Fellows, Staff and visitors. They must not be kept within College buildings, on or off the main College site, at any time.
- (e) Bicycles may be ridden in Wychfield Lane (the gravel roadway to the west of the College buildings between the College and Wychfield). Great care is needed because of the number of blind exits.
- (f) In the College roadway leading from Huntingdon Road bicycles may be ridden only in the direction of permitted traffic circulation, i.e. from the entry at the east (New Hall) and towards the exit at the West (Girton) end. **Bicycles must be wheeled if it is desired to go in the opposite direction.**
- (g) Cyclists attempting to use the vehicle entrance to the College to exit onto Huntingdon Road put themselves and road users in serious danger. The only routes of exit from the College to Huntingdon Road are:
  - i) Using the roadway exit from Wychfield Lane at the western end of the carpark.
  - ii) Using the newly built cycle path from the Cycle bay at the eastern end of the carpark (closest to the North Lodge entrance).

A first infringement of any of the above will incur an automatic fine of £5. The Porters have instructions to take the names of all students breaking the Regulations. The Dean will punish any subsequent offences severely.

**NON-COLLEGE ACCOMMODATION**

- 36. Any student living in non-College accommodation must inform the Tutorial Office of their address as soon as they have arranged accommodation.
- 37. Students living out must settle their terminal accommodation account in full by payment direct to the owner of the property before going down each term or as agreed.

38. All changes of address must be notified immediately to the Porters' Lodge.
39. It is necessary sometimes for a student to change his/her accommodation and in such cases a Tutor may require a student to occupy alternative accommodation chosen by the College.
40. Except by permission of his/her Tutor, no student may hold a party for more than fifteen persons in non-College accommodation. Parties must be confined to the rooms of the student giving them and may not continue after midnight. Not more than one party may take place in any such accommodation on the same day.

### **GENERAL MATTERS**

41. Junior Members are advised to report to their Tutor any charges which have been made against them by the Police and any legal or official enquiries in which they are involved.
42. The use of drugs, other than under medical direction, is both dangerous and illegal and unauthorised possession of them is a criminal offence. The College will take a most serious view of any unauthorised possession or use of such drugs by students. Disciplinary action, including termination of residence, may be taken in relation to any student who is in any way concerned with unauthorised use of such drugs either personally or by others.
43. Students who use firearms, air-guns, ammunition, crossbows, long bows, or other dangerous weapons, for sporting purposes should normally make arrangements for the weapons to be kept on the premises of the sporting club or society concerned. They may never be brought into College or kept in students' rooms in College or elsewhere.
44. All members of the College shall comply with any instruction given by a College officer, or by any other person authorised to act on behalf of the College, in the proper discharge of his/her duties.

### **ACADEMICAL DRESS**

45. Correct academical dress is worn in formal Hall and on other occasions when required. Suitable clothing must be worn at all times.

### **OFFICIAL NOTICES**

46. Students are required to read notices posted or sent to them by email (to @cam.ac.uk addresses) by the College authorities and may not plead ignorance as an excuse for failure to comply with them.

### **BOOKING OF PUBLIC ROOMS**

47. Students may book public rooms in the College. The application procedure for such bookings is specified in Appendix 2, which also sets out the requirements to which those holding parties must conform. If the booking is for a public meeting see Appendix 6.

48. At least 14 days notice is required to the Stewards Secretary for bookings where College catering provision is required. Seven days notice is required for bookings where changes to the normal room set up or AV equipment is required. For all other room bookings, at least five days notice is recommended in order to ensure that the necessary permissions can be secured. Refreshments for large functions must normally be purchased through the College.

### **THE OLISA LIBRARY**

49. Much of the Library's collection is borrowable. Details of loan periods and numbers of items are available in the Library and also on the Library web-pages. The self-issue system works in conjunction with the security system. If you set off the alarm you should return and either leave the book or issue it correctly. Books marked "Reference not for loan" should not be removed from the Library without the permission of the Librarian.

50. Quiet must be maintained in the Library at all times.

51. The use of personal audio equipment, via headphones, is permitted only as long as no sound is audible to other library users.

52. The audible use of mobile phones is prohibited inside the Library. The fine is £5.

53. It is forbidden to bring food and drink, except for bottled water, into the Library. The fine is £5.

54. The marking of library books, even with pencil, is strictly forbidden.

55. Bottles of ink should not be brought into the Library. Any bottles found will be removed.

56. Members of College are requested not to admit non-members to the Library. Members of the University wishing to use the Library should contact the Librarian in advance.

### **HALL**

57. A proper standard of behaviour is expected of all those attending meals in Hall.

58. At self-service meals dress may be informal. At Formal Hall dress should be appropriate to the occasion; for example, jacket, collar and tie, or smart evening wear. Gowns are worn unless the Master or Senior Fellow present has given permission for their removal, due to the exceptional heat, or unless the Dean has given written permission for dinner dress or fancy dress to be worn in lieu.

59. At Formal Hall the Code of Conduct in Appendix 2 must be followed.

60. Following a warning gong, it is required that all diners vacate the Hall by 21:30, unless a Fellow is present.

## **DEPOSIT**

61. Students must pay £150 deposit within eight days of first coming into residence.
62. No interest is paid on deposits. The interest is credited to the Master's Gift Fund and the Tutors' Fund to which students may apply for financial assistance, for instance in connection with travel or in the case of financial need arising from unforeseen circumstances. The balance of any deposits, after payment of all sums due to the College or payable by the College on behalf of the student concerned, is normally repaid as soon as possible after the student's final term of residence. If however there is reason to suppose that a student has remaining liabilities, the Bursar reserves the right in consultation with the Tutor concerned to delay payment in whole or in part for any period up to 6 months after the end of final term of residence. In cases where it is appropriate to do so, the deposit will be credited against a student's final bill, the balance remaining being payable as above.
63. Students are not allowed to remain in residence unless their deposits have been paid.

## **ACCOUNTS**

64. Accounts must be settled on or before the eighth day of Full Term and the Master, Tutors and Bursar in consultation may require students failing to do so to go out of residence. An additional charge of £5 is made for each week that the account remains unpaid after the specified date. Students who encounter unavoidable difficulty in complying with this Regulation should in the first instance consult the Student Finance Administrator (Accounts Office, V staircase).
65. Students are required to pay their bills before graduating. The College reserves the right, after consideration of the circumstances of the matter, to decline to present for any degree, diploma or other qualification any member who is in debt to the College. The circumstances that the College will consider include the nature (academic or non-academic) of the debt; its size; the reason for non-payment; the reasonable practicability of its payment by the student, or on his or her behalf; the likely damage to the student from non-presentation; the likely efficacy of alternative, less damaging sanctions. The College will afford the student the opportunity of commenting on those matters before reaching its decision.
66. All Junior Members of the College, both undergraduate and post-graduate, are members of the Junior Members' Association. The Junior and Middle Combination Rooms, Clubs and Societies are facilities provided by the Association and are governed by its Constitution. The charge for membership of the Association is met by the College. In accordance with the Education Act 1994, a Junior Member has a right not to be a member of the Association and not to be unfairly disadvantaged with regard to provision of services or otherwise.

For further details regarding items on your College Bill please refer to:

<http://www.fitz.cam.ac.uk/college-life/finance/college-bill>

## **SUPERVISIONS**

67. Students are required to attend supervisions arranged for them. Each Supervisor submits a termly report on their academic progress to their Tutor and Director of Studies. If a student fails to attend a supervision without good cause, or without having given due notice to their Supervisor or their Tutor or their Director of Studies, the Director of Studies may charge the cost of the supervision and of any consequent remedial supervisions to the student's College account. In the case of persistent non-attendance at supervisions without good cause, or without due notice, the Director of Studies may refer the case to the Dean, who may impose a fine on the student in addition to any charges for the costs of the supervisions.

## **EXAMINATIONS**

68. A student must consult his/her Director of Studies about any examinations for which he/she wishes to present himself/herself. A student's Tutor and Director of Studies can give advice about the standing for examinations. Undergraduates must enter for examinations for which they are of standing. Most students enrol on-line using CamSIS either by themselves or through their Director of Studies. Entries must only be made following consultation with your Director of Studies about paper choices. Further information, including strict deadlines, will be emailed at the start of each Michaelmas Term.
69. Students are held responsible for checking and approving their examination entry in the form of their on-line Examination Verification. Any amendments to their entry must be reported to the Tutorial Office by the strict deadlines which will be clearly stated. Students are also responsible for the safe keeping of their Examination Confirmation Timetable and for the consequence of any failure to attend said examinations.
70. Students are required to show evidence of satisfactory progress in their academic work, by their performance in the University or College examinations for which they are entered. Failure to be classed or to be included in the list of successful candidates, or to reach the standard previously determined by the Tutorial Committee and/or Director of Studies, normally means that they will be required to go out of residence, though in special circumstances other sanctions short of final removal from the College may be imposed. (To be allowed an Ordinary Examination counts as failure for this purpose). Students have the right to explain the reasons for their failure in person to the Master and Tutors and the Governing Body before a decision on their case is taken.

The final decision to remove a student from the College rests with the Governing Body. Appendix 4 describes the way in which failure in examinations is investigated by the College and the sanctions which may be applied as a consequence of such failure.

71. Medical or Veterinary Medical students who fail to secure exemption from a Second M.B. Examination on the basis of their results in the Tripos are normally required to take the relevant Second M.B. Examination at the first available opportunity.
72. Illegible scripts – special arrangements to type badly written scripts, or to allow

candidates to type their answers instead of writing scripts, can be approved in advance only if there is a medically certified reason for bad handwriting.

If a script is deemed illegible by the Examiners and returned to the College for transcription, the student will be charged at the current hourly rate for secretarial work. Note - University rules do not permit candidates to have all scripts transcribed in this way.

### **CHANGE OF SUBJECT AND EXTENDED COURSE**

73. It is possible for students to change their course of study while in residence, but the College does not normally permit such changes until students have taken the first Tripos examination appropriate to that course. Students considering a change of Tripos are advised to talk to their Tutor and Director of Studies at an early stage.
74. It sometimes happens that students wish to extend their period of residence to include an additional year. The need for this usually arises from a change of subject, but other considerations may also make it necessary. Students must apply for this extended residence to their Tutor with whom they should discuss the matter at the earliest opportunity.

For Home students, extension of Fee Support and Student Loan arrangements may not be automatic, and Home students should contact their Local Authority or Student Finance England as early as possible.

### **POSTGRADUATE AND ADDITIONAL COURSES**

75. After completing the course for which they were admitted, students may be allowed to remain in residence, or after a period away, may be re-admitted, usually to work for a postgraduate qualification. Students should consult their Tutors if they wish to apply for a further period of residence. Applications are considered on their merits, and are treated in a manner similar to initial applications for admission to the College. In reaching a decision the College attaches importance to the academic attainment of the applicant since coming to the College.

### **DEGREE CEREMONIES**

76. Any member of Fitzwilliam College who has fulfilled the appropriate examination and residence requirements, and who has registered for a ceremony via CamSIS, may proceed to their degree at a Congregation of the Regent House. Further information available from [degrees@fitz.cam.ac.uk](mailto:degrees@fitz.cam.ac.uk).

### **RESIDENCE IN VACATION**

77. Research and other graduate students with the status of Master of Arts or Bachelor of Arts, continuing an approved course of study or research during a vacation do not require special permission to remain in residence, but are under the discipline of the University and College.

## **HEALTH MATTERS**

78. (a) During the first week of residence all students, whether they are already registered with a doctor under the National Health Service or not, are normally expected to register with a doctor in Cambridge and to give his/her name and address to the College Nurse.
- (b) Students are strongly advised to report the fact to their Tutor if they have been in contact with any infectious disease, on the understanding that such information may be shared on a confidential basis with the Senior Tutor and the College Nurse.

## **PUBLIC MEETINGS** (see Appendix 6)

79. No member of the College shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the College.
80. No member of the College shall intentionally or recklessly impede freedom of speech or lawful assembly within the Precincts of the College.
81. As regards the Media, access to College premises and statements of College policy are the responsibility of the Master, Bursar and Senior Tutor acting individually or collectively and reporting to the Governing Body or its Committees as may be appropriate.

## **FIRE**

82. Students must comply with the evacuation procedures posted in College and College accommodation and with instructions relating to Fire Practices which may be held from time to time and any other Health and Safety Regulation in force. Failure to do so will be treated as a breach of discipline.

## **BAR**

83. Rules governing the use of the Bar are appended to the College's policy on Alcohol, which can be found at:  
[www.fitz.cam.ac.uk/mi-client/media/policies\\_and\\_regs/alcohol\\_policy.pdf](http://www.fitz.cam.ac.uk/mi-client/media/policies_and_regs/alcohol_policy.pdf)

## **PAID EMPLOYMENT**

84. An undergraduate who registers with his/her Tutor may, with the Tutor's consent, undertake paid employment during the Residence Period, up to a maximum of 6 hours per week on average.

## **COMPUTING FACILITIES AND NETWORKS**

85. The use of all IT Facilities is governed by the appropriate rules set by the University and the College and these may be updated from time to time. Details of the rules are found on the College website ([www.fitz.cam.ac.uk/computing/network-](http://www.fitz.cam.ac.uk/computing/network-)

[connections/fcdn-connection-conditions-of-use](#)) and on the University Computing Service's website ([www.ucs.cam.ac.uk/network/rules](http://www.ucs.cam.ac.uk/network/rules)) and any breach of these conditions can result in disconnection from the network and possible disciplinary proceedings.

These rules include, but are not limited to, the following provisions:

(a) prohibiting the use of the facilities for any illegal activity including downloading, storing and transmitting copyright protected material

(b) prohibiting attaching any device that routes or forwards IP packets including the use of wireless access points

(c) prohibiting any computer using any IP address or hostname other than that registered for that computer's use

(d) ensuring that any computer connected to the College Network is kept secure.

86. Details of the current charges are contained on the College website ([www.fitz.cam.ac.uk/computing/network-connections](http://www.fitz.cam.ac.uk/computing/network-connections)). The Bursar may vary the level of these charges from time to time.

87. The College provides Computing Rooms, Computers, Printers and Photocopiers for the use of students. These rooms must be used appropriately. In particular:

(i) it is forbidden to bring food or drink, with the exception of plain bottled water, into any of the computer rooms

(ii) it is forbidden to unplug any existing equipment

(iii) students should not cause any disturbance to other users of the Facilities.

(iv) students must not allow anyone who is not a College member to have access to the computer rooms

88. The College has an Internet Account Policy governing the creation of any internet-based account by Fellows, students or members of staff on behalf of the College and its Departments or any other College function, including social media websites, online purchasing sites and information forums.

(a) Any such account must be created using a generic or role-based email address and not the individual's personal email address or their university @cam.ac.uk address. If there is no appropriate generic address the IT Office can arrange for one to be set up and assigned to agreed individuals.



- (b) Where an account creates a web presence in the name of Fitzwilliam College or any part or function of the College the Head of Communication Resources must be informed about the creation of the site.
- (c) Details of the account user name and password must also be communicated to the IT Manager or the Bursar or, in the case of purchasing sites used by departmental staff, the relevant head of department. The account must be protected from unauthorised access and available to the College independently of whoever created the account. Any changes to the account password or username must also be so notified.
- (d) Prior to the Fellow, student or member of staff leaving their position within the College they must assist with all reasonable steps to ensure the continuity of the account for the College.

August 2016

FITZWILLIAM COLLEGE

**APPENDIX 1: COLLEGE ORDINANCE ON DISCIPLINE FOR MEMBERS OF THE COLLEGE IN STATU PUPILLARI**  
UNDER STATUTE XLVIII.2

**Appendix to College Regulation 15**

**1. OFFENCES**

Where the complainant of the alleged offence, the student accused of the alleged offence, or anyone else wishes to bring the matter to the attention of the police, normally formal proceedings will not be taken within the College until it is known whether or not the police intend to prosecute. However, even if the Police do become involved it may be necessary for the College to take disciplinary action.

For the purposes of this Ordinance, offences are divided into two categories, minor and major. The Dean of College shall determine whether an offence or class of offence is minor or major.

Any student, who is alleged to have committed an offence which is determined to be minor, shall have the matter dealt with by the Dean of College.

Any student, who is alleged to have committed an offence which is determined to be major, shall have the matter dealt with by the Disciplinary Tribunal.

Any student has the right to choose to be accompanied by her/his Tutor when having a meeting with the Dean of College in relation to matters detailed in these procedures.

**2. (a) COMPOSITION OF THE COMMITTEE FOR DISCIPLINE**

The Committee for Discipline shall consist of five members of the Governing Body, one designated as Convenor, elected to serve for three years.

**(b) COMPOSITION OF THE DISCIPLINARY TRIBUNAL**

(i) The Disciplinary Tribunal shall consist of:

three members of the Committee for Discipline;

two Tutors, appointed by the Tutorial Committee to hear a particular case;

the Junior President and the President of the Middle Combination Room, or their deputies (who shall be the Vice-President of the JCR and the Treasurer of the Middle Combination Room respectively), to serve during their year of office;

provided that any member of the Tribunal may continue to serve after the expiry of her/his term of service, if he/she is still in residence, until the conclusion of a particular case.

- (ii) The Convenor shall convene meetings of the Tribunal. Four members shall constitute a quorum. The Convenor shall act as the Chairperson of the Disciplinary Tribunal. The Convenor shall select the three representatives of the Committee for Discipline by first ascertaining which members of the Committee are available, and if there are more than three available, by then casting lots.
- (iii) The Master, the Dean of College, the Chaplain and the Tutor of the student accused of the alleged offence shall not be eligible to be members of the Tribunal.
- (iv) If any member of the Tribunal who has attended the hearing of evidence is unable to be present at a subsequent meeting, a substitute shall not attend in that member's place.

(c) **COMPOSITION OF THE GOVERNING BODY**

For the purposes of this Ordinance, the Dean of College, the Tutor of the student accused of the alleged offence, and the members of the Disciplinary Tribunal, shall not be reckoned members of the Governing Body for the purposes of determining a majority.

3. **DEFINITION OF 'PROCEEDINGS'**

For the purposes of this Ordinance, 'proceedings' shall mean:

- (a) the presentation of evidence relating to the alleged offence;
- (b) discussion of the case subsequent to the presentation of evidence, but not the consideration and taking of the decision.

4. **MINOR OFFENCES**

- (a) For minor offences the Dean of College shall be empowered to fine a student up to a maximum sum of £350 in respect of each offence (of which no more than £200 shall be immediately payable, the remainder being by way of suspended fine only), and / or to impose such sentence other than requiring her/him to go out of residence as the offence may appear to deserve.
- (b) A student may appeal to the Disciplinary Tribunal from the decision of the Dean of College in minor offences, either against the finding of guilt or the sentence, or against both the finding of guilt and the sentence.
- (c) If the student decides to lodge an appeal to the Tribunal, then he/she shall notify the Convenor of the Disciplinary Tribunal in writing that he/she wishes to appeal and the grounds of her/his appeal within fourteen days from the date on which the Dean's decision was communicated to the student.
- (d) The Tribunal shall have the power to determine whether they will hear an appeal.

- (e) In considering an appeal, the Tribunal may receive additional evidence.
- (f) After hearing a case, the Tribunal shall have the power, subject to the provisions of section 5(b), to increase or decrease the penalty, or to quash the Dean's findings altogether.
- (g) The decision of the Tribunal on an appeal on a minor offence shall be final.

5. **MAJOR OFFENCES**

- (a) If the Dean of College determines that the offence which a student is alleged to have committed is major, he/she shall notify the Convenor of the Disciplinary Tribunal of this decision.
- (b) If the Disciplinary Tribunal, having heard the case, are satisfied that the charge has been proven beyond reasonable doubt, then they shall either:
  - (i) impose a penalty other than that of removing the student temporarily or permanently from the College or
  - (ii) recommend to the Governing Body that the student should be required to go out of residence temporarily or be permanently removed from the College.
- (c) The Chairperson, with the assistance of the Dean of College and in consultation with the Disciplinary Tribunal, shall send a summary of the meetings of the Tribunal and a reasoned decision in writing to both the Master and the student. If the Master considers it appropriate, after consultation with the Tutor of the student concerned and the Dean of College, the Master may reduce the penalty imposed.
- (d) If the Disciplinary Tribunal recommend that the student should be required to go out of residence temporarily, or be finally removed from the College, the student may appeal to the Governing Body either against the sentence or against both the finding of guilt and the sentence; but the student may not appeal to the Governing Body against any other penalty or provision which the Tribunal decide to impose.
- (e) If the student decides not to appeal to the Governing Body, the Chairperson, with the assistance of the Dean of College and in consultation with the Disciplinary Tribunal, shall produce a report on the case to the Governing Body. The report shall be given in confidence to the Governing Body orally or in writing at the discretion of the Chairperson.
- (f) If the student decides to lodge an appeal to the Governing Body, then he/she shall notify the Master in writing that he/she wishes to appeal against the finding or the penalty, or both, and to state the grounds of the appeal within seven days

from the date on which the Disciplinary Tribunal's decision was communicated to her/him.

- (g) If the student appeals to the Governing Body, the Master shall circulate the summary, together with the reasoned decision of the proceedings of the Disciplinary Tribunal, to the members of the Governing Body.
- (h) In considering an appeal, the Governing Body may receive additional evidence.
- (i) Any decision by the Disciplinary Tribunal to initiate legal action against a student shall require the approval of the Governing Body.

## 6. PROCEDURE

- (a) When a case under section 4 or 5 of this Ordinance is being heard by the Disciplinary Tribunal or the Governing Body, the hearing shall be in private. The student shall have the following rights:
  - (i) to be apprised in writing by the Dean of College at least seven days in advance of the hearing, of the nature and circumstances of the complaint made against her/him; and of the rights he/she has under this section;
  - (ii) to have her/his case heard only by those members of the Disciplinary Tribunal who are Fellows of the College;
  - (iii) to appear in person;
  - (iv) to be accompanied by (a) a current junior member of the College; and/or (b) either the student's Tutor or another another Fellow in Classes A, B, C or D of the College. Such, hereafter called 'advocate(s)', may give advice and assistance and may speak on the student's behalf.
  - (v) in so far as is relevant in mitigation or defence, to make a statement, to tender written or other evidence, to authorise her/his Tutor (or her/his advocate(s)) to make written or oral statements on her/his behalf, and to question the Dean of College;
  - (vi) to be present throughout that part of the proceedings of the Disciplinary Tribunal or Governing Body which is concerned with the presentation of evidence relating to the alleged offence, but not for the discussion of the evidence, nor when the decision is considered and taken;
  - (vii) by written approval given in advance, to authorise her/his Tutor (or her/his advocate(s)) to participate in the discussion of her/his case at the Disciplinary Tribunal or Governing Body when the student is not permitted to be present.
- (b) The Dean of College shall arrange for the preparation of the case against the

student who is to appear before the Disciplinary Tribunal or the Governing Body.

- (c) The Disciplinary Tribunal may require the student accused of any offence to appear before them and to conform with any instructions the Tribunal may give. They may similarly require others, who may be able to provide information relevant to the case under consideration, to attend a meeting of the Tribunal.
- (d) The Dean of College shall present the case against the student before the Disciplinary Tribunal and/or the Governing Body. The Dean of College shall be present during the proceedings of these bodies, and may participate in the discussion of a case, until such times as the Chairperson requests her/him to withdraw. The Dean of College shall not be present while the Tribunal and the Governing Body are considering and taking their decision.
- (e) If the Disciplinary Tribunal or the Governing Body are satisfied that the procedure laid down in section 6(a)(i) has been carried out, they may proceed to hear and decide upon the case in the absence of the student accused of an offence, even if the student has failed to appear when required to do so under section 6(c).
- (f) The Tutor of the student concerned (or her/his advocate(s)) may be present during the proceedings of the Disciplinary Tribunal and/or Governing Body until such times as the Chairperson requests her/him/them to withdraw, and may participate in the discussion of a case, unless the student concerned, having appeared at the hearing, has declined to give such authority under the provision of section 6(a)(vii). The Tutor or advocate(s) shall not be present while the Tribunal and the Governing Body are considering and taking their decision.
- (g) The Disciplinary Tribunal shall reach decisions on disciplinary matters by a simple majority vote. In cases of equality of votes the Chairperson shall have an additional casting vote.
- (h) In the event that the Disciplinary Tribunal is given reasons to think that the student may be guilty of a major offence, additional to that with which he/she is first charged, the procedure for the Tribunal, as described in this Ordinance shall begin afresh in respect of the new charge with a written statement to the student from the Dean of College of the alleged new offence.
- (i) Members of the Disciplinary Tribunal may participate in the proceedings of the Governing Body, but shall not be present when the Governing Body consider and take their decisions.
- (j) The Governing Body shall reach decisions on disciplinary matters by a simple majority of those present and eligible to vote under the terms of this Ordinance, except that a decision to remove a student finally from the College shall require the support of two thirds of those present and eligible to vote under the terms of this Ordinance. In cases of equality of votes, the Chairperson of the Governing Body shall have an additional casting vote.

**7. CONFIDENTIALITY**

All members of the Disciplinary Tribunal shall be required not to disclose information concerning any meetings of the Tribunal, whether in the form of documents, oral evidence, or otherwise, except at a meeting of the Governing Body.

In cases where it is made known to the Master that a Fellow cannot properly exercise her/his proper role in connection with the student or students concerned without knowledge of the details of the proceedings, the Master may make details of the proceedings available to individual Fellows in confidence.

**8. COSTS**

The Disciplinary Tribunal may require the accused to pay costs if an allegation against her/him has been proven; and the amount of these costs shall be determined by the Tribunal.

**9. INABILITY TO ACT**

In the event of the Dean of College becoming unable to continue to act, the Master shall appoint another person to act as Dean of College. If an advocate becomes unable to continue to act, the student may choose another person eligible under section 6(a)(iv), with that person's consent, to serve as advocate.

**10. NON-DISCIPLINARY MATTERS**

The Disciplinary Tribunal may make recommendations to the Governing Body on strictly non-disciplinary matters, if a hearing has, in the Tribunal's view, revealed some need for modification of College policy and practice.

## **APPENDIX 2: PARTIES, DINNERS AND FORMAL HALL**

(Appendix to College Regulations 47-48 and 57-60)

Attention should be drawn to Fitzwilliam College's Policy on Alcohol, which is distributed to all Freshers and which can be found on the College website: [www.fitz.cam.ac.uk/mi-client/media/policies\\_and\\_regs/alcohol\\_policy.pdf](http://www.fitz.cam.ac.uk/mi-client/media/policies_and_regs/alcohol_policy.pdf)

Organisers of social gatherings (e.g. parties, dinners, barbecues, and groups attending formal hall) are responsible for the conduct of their own guests and for ensuring that all relevant Health & Safety regulations and guidelines are followed and that no disturbance is caused to other members of College or the local community.

Organisers of all social gatherings are responsible for any expense arising from breakages, damages or additional cleaning and security, which will be charged at the current rate. A written guarantee to cover such expenses will be required before permission is given for any gathering to go ahead. There will be a charge made for bar staff or Porters if their attendance is required, or if any additional Porter is required to be on duty.

Any Fellow of the College or the Porters may stop a gathering if it is causing disturbance to other members of the College or neighbouring community, and make a report to the Dean and the Senior Tutor.

Organisers of gatherings should note Regulation 48 and the deadlines for room booking requests. They should make an online preliminary booking request via MyFitz - <https://services.fitz.cam.ac.uk/FIP/live/index.php> (Room Booking Request - checking room availability) which will send the details to the Stewards Secretary, who will confirm availability and make the necessary arrangements to confirm the booking and to ensure that the necessary permissions are secured.

During Easter Full Term no parties, barbecues, bops, or bar extensions are permitted.

### **RULES APPLICABLE TO STUDENT PARTIES IN COLLEGE**

1. No drinks may be served before the starting time or served after the finishing time of the party. The site of the party must be cleared up by one hour after the end of the party, by which time the guests should have been escorted off the College premises. Late evening parties will end at the same time as the bar closes.
2. College Entz - only ticket holders may be permitted to attend, and there shall be at least two door stewards per door to ensure that this is so. The stewards shall wear prominent official identification, for example tee-shirts, and shall not consume alcohol during the party.
3. The organisers of the party are personally responsible for the behaviour within the College of every person who has attended the party, and should take sufficient steps during the party to ensure that it is an entirely pleasant occasion for all participants. In particular this implies that those who have obviously already had sufficient should not be served further drinks. Every year there are instance, nationally of undergraduates



dying as a result of excessive consumption of alcohol, and neither the College nor the students would wish to feel responsible for such an event.

4. At all places where drinks are served it is recommended that there shall be at least one member of College staff who will be responsible for ensuring that the strength and mix of that which is served would make it impossible for anyone to blame the organisers for serving alcohol of a kind that would lead to unacceptable behaviour, and who will refuse to serve anyone who in their opinion has already had too much to drink.
5. The following recommendations should help to keep the balance of the party.
  - (a) Make a cocktail mix fairly weak, especially in drinks where the alcohol content is not obvious from the taste. Beer strength would be a good guideline (4%). In many cases serving plain drinks (wine, beer) would be more sensible than cocktails.
  - (b) Snack food should be provided.
  - (c) Non-alcoholic refreshments should be provided to help quench people's thirst.
  - (d) There should be activities other than drinking.
6. Food and drink will either be provided at direct cost by the College at the expense of the organisers (this includes staff costs to set up and serve) or may be brought in by the organisers.
7. Particular care should be taken when leaving the environs of the party, and when escorting guests from College, to ensure that no offence is caused to other residents of the College.
8. Once the party is over, and all guests have left, the organisers shall check all areas occupied by the party, including adjacent public areas such as toilets and gardens, to ensure that there is no mess or damage, so that there should be no occasion for a complaint from the Assistant Staff.
9. The organisers are wholly responsible for all those who attend the party, whether or not they are members of the College, and for any mess, damage to College property, disturbance, or other breach of College Regulations that can reasonably be attributed to those attending the party, wherever in College such events occur.

Where the problems are caused by non-members of the College, the organisers will be held responsible unless they can provide the College with the details of those responsible.

10. The organisers shall remind all attendees that infraction of these rules will put at risk future such parties.

## **STRETTON ROOM**

### **1. Dinner Parties**

These may be booked for any night of the week with a maximum number of 12. Functions must end by 23:00. except on Fridays and Saturdays, when they must end not later than 00:00.

### **2. Parties**

Bookings for functions other than dinner parties will only be accepted for Friday and Saturday evenings. The maximum number allowed will be 20, and permission to hold such parties must be given by the Senior Tutor (in addition to actually booking the room through the JMA).

### **3. Noise**

As the Stretton Room is in a residential area it will be a condition of use that noise should not be audible outside the Stretton Room itself. After the time given for the end of the function there must be absolute silence, so that organisers will have to start the clearing up process before this time. Any complaints from residents about noise will be treated with the utmost seriousness. In addition to such breaches of College discipline being dealt with by the Dean, the person responsible for organising the function in the Stretton Room will be debarred from ever booking it again.

### **4. Cleaning**

All cleaning of the area must be completed by 10:00 next morning. You are reminded to read the conditions of use for the Stretton Room.

Those organising dinners with outside speakers should see Appendix 6.

## **CODE OF CONDUCT AND BOOKING PROCEDURES FOR FORMAL HALL**

1. Entry is by University Card only. Ten guests are permitted per Fitzwilliam Member (Super Halls are normally limited to one guest per member). The host must wait in the Screens until their guest has arrived. The host should then present their University Card to the Hall and Buttery Supervisor or their Deputy.
2. Hall Staff will refuse entry to anyone who appears to be intoxicated.
3. Diners must be in Hall by 19.25 and stand silently when the Master and Fellows enter and Grace is said. Those arriving after 19:30 may be refused entry. Diners must remain seated unless answering an urgent call of nature. They should remain seated, but are required to be silent for the concluding Grace.
4. One bottle of wine per diner may be brought into the Hall. Beer glasses, bottles and other containers may not be brought in. No person attending Formal Hall will be served alcohol from the Bar at any time during the dinner.

5. Smoking is not permitted.
6. Speeches may only be made by prior arrangement with the senior Fellow present or with the Hall Supervisor.
7. Throwing of food, eating without appropriate cutlery, coining or other incitement to excessive drinking, rudeness and any unmannerly behaviour to College Staff or other serious misconduct will result in immediate ejection from Formal Hall. In the case of a refusal to leave the Hall, Hall Staff may refer to a College Officer (Master, Dean, Bursar or Tutor) if one is present, or may summon a Porter to assist. In all cases the Hall Supervisor should report the incident to the Domestic Bursar.

#### **RULES APPLICABLE TO ALL CLUB AND SOCIETY DINNERS**

(In addition to the Code of Conduct for Formal Hall):

1. Pre-dinner drinks may be held only during the half-hour before the dinner.
2. No post-dinner drinks parties may be held in College.
3. The entrance to the dining hall will be supervised by the organisers and/or Club Officers/Stewards who must refuse entry to anyone who appears to have already had too much to drink.
4. Speeches are permitted, but consistent with the policy adopted by both the Governing Body and the JMA, there shall be no sexist, racist or other offensive jokes.
5. The Club/Society will be held responsible for any mess or damage to College property that can reasonably be attributed to those attending the dinner.
6. Those responsible for the dinner shall remind all attendees that infraction of these rules will put at risk future Club Dinners.
7. No College Club or Society dinner may be held unless a Fitzwilliam Fellow is present.

### **APPENDIX 3: OVERNIGHT GUESTS**

(Appendix to College Regulation 19)

Hosts have a responsibility for the safety of their guests, and to the College in that their guests do not cause significantly detrimental effects on the quality of life in the College.

The Regulation on Overnight Guests does not apply to current Junior Members who may be guests in other student's rooms' subject only to the provision of paragraphs 2, 6 and 7 below; 'overnight' means the period outside visiting hours, that is to say from 02:00 - 09:00. The Regulations apply to both on-site and off-site rooms.

Guests are allowed to stay in students' rooms overnight subject to the following Regulations:

1. Only one visitor is permitted to stay in any one student's room on a particular night.
2. Children under the age of 16 are not allowed to stay overnight as guests in students' rooms.
3. In any period of seven days:
  - (a) No host may accommodate a guest for more than three nights.
  - (b) No individual visitor may stay overnight for more than three nights.

In special circumstances the Tutor of a Junior Member may vary these limitations.

4. Each visit must be recorded in the Porters' Lodge at least by 21:00 on the evening of the night of the visit. The register records:
  - (a) Name and room number of the host.
  - (b) Name of the guest.
  - (c) Night or nights during which the guest will stay.
5. Hosts must keep their rooms so that the state of them is not inferior in any way to that in which they would have been if there had been no guests. The same provision applies to corridors, bathrooms and gyp rooms; any Junior Member who experiences discomfort which is caused by a guest should consult his/her Tutor immediately. If additional work is required from the cleaner as a consequence of a visit, the cost is charged to the host. The host is also charged the cost of any repair or replacement made necessary by the visit.
6. Hosts are not permitted to use their own additional beds or mattresses for the purpose of entertaining guests nor are they permitted to remove bedding, cushions, seats, etc., from other areas of the College. Occasional beds and linen can be hired from the Accommodation & Housekeeping Department at a small charge and such items should be booked in advance at the Linen Room during opening hours (listed outside door).

7. If a Junior Member accommodates a guest overnight without registration at the Porters' Lodge or in disregard of any other of these regulations, he/she is automatically fined. For a first offence the fine is equal to twice the rent of the guest room. Subsequent breaches of these regulations are referred to the Dean of College and are liable to a more serious penalty.
8. No Junior Member may have an overnight guest staying during Freshers week or the week before Michaelmas Term residence period, without approval from the Senior Tutor.

#### **APPENDIX 4: COLLEGE ORDINANCE ON EXAMINATION FAILURES**

##### UNDER STATUTE XLVIII.3

1. Except as is provided in section 2 of this Ordinance, students are required to attain the honours standard in the Tripos examinations for which they are entered, and to be included in the List of Successful Candidates in the Preliminary or Qualifying examinations for which they are entered.
2. If, because of the nature of his/her course, a student is entered for a combination of papers in an examination which does not make him/her eligible to be classed or included in the List of Successful Candidates, he/she shall be required to attain such standard (not being a higher standard than that required under section 1 of this Ordinance) as may be determined by his/her Tutor and Director of Studies to be appropriate for his circumstances. Failure to satisfy this requirement shall be deemed to be failure for the purposes of this Ordinance.
3. For the purpose of Statute XLVII.3, this Ordinance and College Regulations 'examinations' shall include College examinations as well as University examinations (whether Tripos, Preliminary or Qualifying examinations).
4. If a student fails to be classed in or included in the List of Successful Candidates for the examination for which he/she is entered, he/she shall be interviewed as soon as is convenient after the result is known by his/her Tutor, his/her Director of Studies and the Senior Tutor, who shall make a report to the Master and Tutors and shall, if possible, make a recommendation about the action to be taken.
5. The Master and Tutors shall consider the report and the recommendation (if any) and in reaching their decision shall have regard to any mitigating circumstances (including medical reports). The Director of Studies concerned shall have the right to attend but not to vote. The Master and Tutors may require the student to appear before them. Decisions of the Master and Tutors shall be taken by a simple majority of those present. The Tutor of the student concerned shall not vote. In case of an equality of votes, the Chairman shall have an additional casting vote.
6. A student shall have the right to be heard in his/her own defence by the Master and Tutors before they decide upon his/her case. For this purpose the student's Tutor shall inform him/her of the time and place of the meeting of the Master and Tutors, of the recommendation being made (if any) and of his/her rights under this section. If the student wishes, he/she may withdraw from the College without having his/her case heard by the Master and Tutors.
7. The Master and Tutors may decide:
  - (a) to allow the student to remain in residence and continue his/her course of study;
  - (b) to allow the student to remain in residence subject to certain conditions, which may include satisfactory performance in a College examination and/or compliance with medical requirements;
  - (c) to give the student permission to apply to have terms disregarded;
  - (d) to recommend to the Governing Body that the student be removed from the

College.

8. The student's Tutor shall inform him/her as soon as possible of the decision of the Master and Tutors. If the decision is a recommendation that he/she be finally removed from the College, the student shall have the right to be heard in his/her own defence by the Governing Body before they decide upon his/her case. For this purpose the student's Tutor shall inform him/her of the time and place of the meeting of the Governing Body and of his/her rights under this section. If the student wishes he/she may withdraw from the College, without having his/her case heard by the Governing Body.
9. The Governing Body shall be provided with a report from the Master and Tutors on each case of failure in an examination. Where there is a recommendation that a student be finally removed from the College, they may require the student to appear before them. The Governing Body may decide:
  - (a) to allow the student to remain in residence subject to such conditions as they may determine;
  - (b) to give the student permission to apply to have terms disregarded;
  - (c) to remove the student finally from the College.
10. The Governing Body shall reach decisions on examination failures by a simple majority of those present and voting, except that a decision to remove a student finally from the College shall require the support of two-thirds of those present and eligible to vote. The Tutor of the student concerned shall not vote. In cases of equality of votes, the Chairman shall have an additional casting vote.
11. In sections 4,5,6,8 and 10 of this Ordinance, the references to 'the student's Tutor', 'Director of Studies concerned' or 'the Senior Tutor', as the case may be, shall include a deputy officially appointed for the purpose in case of unavoidable absence.
12. If the Master and Tutors or the Governing Body are satisfied that the procedure laid down in section 6 or section 8, as the case may be, has been carried out, they may proceed to hear and decide upon a case in the absence of the student concerned, even if he/she has failed to appear when required to do so under section 5 or 9 respectively.

## **APPENDIX 5: GYP ROOMS**

1. All students using Gyp Rooms have a responsibility to:
  - (a) keep them clean and tidy,
  - (b) wash up all crockery and utensils,
  - (c) observe College instructions on the type of cooking equipment allowed to be used,
  - (d) empty the recycling boxes provided into the courtyard recycling bins on a regular basis,
  - (e) put all litter and rubbish in the bin liners provided,
  - (f) ensure broken glass, sharp objects etc., are disposed of carefully. Notify the Accommodation & Housekeeping staff of any broken glass.
2. If the condition of the Gyp Room, including build up of recycling items, is considered unsatisfactory by the Cleaner, the Accommodation & Housekeeping Manager will be informed of the situation and will inspect the Gyp Room. If she considers the condition is unsatisfactory then all residents of the landing will be informed by notes left in the Gyp Room and in each of the rooms on that landing, that:
  - (a) the Gyp Room will not be cleaned by cleaners due to its unsatisfactory condition,
  - (b) it is required that the situation be corrected within 24 hours.
3. If after 24 hours the situation has not been rectified, the Accommodation & Housekeeping Manager will inspect the room and inform the Domestic Bursar. If he is not satisfied with the condition, the latter will, under the authority of the Dean, impose a fine of £5 per person per landing. He will also notify the Dean of the situation.
4. The fine must be paid in cash to the Bursary.
5. If after a further 24 hours, the Gyp Room is considered still to be in an unfit state then the matter will be reported directly to the Dean who will take such appropriate action as he thinks fit.
6. At the discretion of the Accommodation & Housekeeping Manager a cleaning charge may be applied to residents whose Gyp Room / Kitchen is left in an unacceptable state at the end of a residency period. In the case of graduating students this charge may be deducted from the College Deposit.
7. An electric kettle, toaster, refrigerator, microwave oven and electric rings are provided in each gyp room (Gatehouse Court, New Court and Wilson Court also have ovens). These at all times must be left in the gyp room and must not be used in the study/bedroom. Kettles and cooking equipment must not be used in any study/bedroom.



8. Only mains electrically powered cooking equipment supplied by the College and student owned electrically powered cooking equipment (with the exception of deep fat fryers) displaying a current PAT sticker may be used in Gyp rooms. Any mains electrically powered cooking equipment that is discovered in Gyp rooms and that is not displaying a current PAT sticker will be confiscated by the Accommodation & Housekeeping Manager, and may be collected from the Accommodation & Housekeeping Manager at the end of term
9. Irresponsible cooking that causes fire alarms to sound will incur an automatic fine of £25 and the residents concerned will be referred to the Dean.
10. Candles and incense sticks may not be used in any part of the residential accommodation including public areas such as Gyp rooms
11. **Microwave ovens:**
  - (a) not more than one microwave oven per gyp room,
  - (b) microwave ovens will not be allowed in students' rooms and will be confiscated if found there,
  - (c) notification of the presence of a microwave oven will be affixed to relevant gyp room doors in order to alert visitors and guests with pace-makers.

## **APPENDIX 6: PUBLIC MEETINGS - FREEDOM OF SPEECH**

(Appendix to College Regulations 79 - 81)

### **Statement on Freedom of Speech**

1. Colleges are required by law to outline for their members in relation to their right to freedom of speech in the context of other legal responsibilities of the College. This Statement takes into account the specific legal responsibilities, as set out in Section 43 of the Education (No 2) Act 1986, the Equality Act 2010 and the Counter-Terrorism and Security Act 2015.
2. This Statement outlines the principles of free speech which apply to all members of the College, staff or students connection to the University or another College, and visiting speakers (i.e. speakers who are not members of the University of Cambridge or one of the Colleges).

### **Principles**

3. The College is strongly committed to the principle of freedom of speech and expression. It fosters an environment where all of its members can participate fully in the life of the College, and where each member feels confident and able to research, to question received wisdom, and to express new ideas and controversial or unpopular opinions, without fear of isolation, marginalisation or discrimination. Equally, the College expects its members to receive and respond to intellectual and ideological challenges in a constructive and peaceable way. The College also acknowledges its statutory duties in protecting its members and other people from “radicalisation”, which in this context means being drawn in by others to support terrorism, or to commit acts of terrorism.
4. Subject to paragraph 3 above, no premises of the College will be denied to any member or body of members by reason of the beliefs or views of that individual or of that body or the policy or objectives of that body.
5. In holding to these key principles, the College will take into account its obligations regarding freedom of speech, the management of the health and safety of its members and the general public, the promotion of equal opportunities and prevention of discrimination on the grounds of belief, race, gender or sexual orientation or other legally-protected characteristic, and its duties associated with preventing people from being drawn into terrorism or the promotion of terrorist activities.

### **Policies and procedures**

6. In managing the risk of harm to members of the College and/or general public, or of members of the College being drawn into terrorism, or of the promotion of any violent or illegal action, the College publishes policies and/or procedures to set out:
  - a) the behaviour expected of students and student unions;
  - b) the management of College events;
  - c) the management and conduct of visiting speakers at meetings held within the College.

## Scope of Regulations

7. These regulations apply to all meetings held on College premises, indoors or outdoors, including meetings organised by conferences and other outside bodies; and members of the College are reminded that actions that disrupt meetings or impede freedom of speech or lawful assembly will also constitute offences under the University's regulations for discipline: see paragraph 11 below.

### **Organisation of Meetings on College Premises**

8. Permission is required for all meetings (including dinners) to which speakers who are not resident members of the College are invited and for all other meetings at which more than 12 persons are expected to be present, whether or not the meeting is open to the public. Permission must be obtained from the Senior Tutor, and if a room is to be reserved a booking must be made through the Steward's Secretary, in accordance with the deadlines set up in Regulation 48 and the procedure specified in Appendix 2. The application for permission should state the name of the member of the College taking responsibility for the meeting, the date and time of the meeting, the place, the name, addresses and colleges (if any) of the organisers, the name of the organisation making the arrangements, and the name of any expected speaker, whether or not a member of the University. This requirement extends to meetings and gatherings in junior members' own rooms, if more than 8 persons are expected to be present.
9. The organisers of a meeting to which paragraph 8 applies must comply with any conditions set by the College authorities in respect of the organisation of the meeting or other activity and the arrangements to be made. Such conditions may include the requirement that tickets must be issued for public meetings, that an adequate number of stewards should be available, that the services of porters should be hired, that the police should be consulted about the arrangements, that the time and place of the meeting shall be changed, and that the meeting may be ordered to be cancelled on account of a threatened breach of the peace. The cost of meeting the requirements, and the responsibility for fulfilling them, rests with the organisers.

### **Conduct of Meetings on College Premises**

10. The organisers of any meeting on College premises, and persons attending the meeting, must comply with instructions given by a College officer or by any other person authorised to act on behalf of the College (including the Proctors) in the proper discharge of their duties.

Any person attending a meeting who is not a member of the College may be required at any time to leave the College's premises, notwithstanding any payment he/she may have made to attend the meeting.

### **The University**

11. The provisions of Section 43 of the Education (No.2) Act 1986 apply also to the University in respect of all its members, students and employees and visiting speakers. The College may invite the Proctors to enter its premises and authorise them to act in the discharge of their University duties. Members of the College are reminded that University disciplinary regulations apply on College premises as elsewhere in the precincts of the

University, and their attention is particularly drawn to the following University regulations for discipline.

- i) No member of the University shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the University or any part thereof, or of any College.
- ii) No member of the University shall intentionally or recklessly impede freedom of speech or lawful assembly within the Precincts of the University. No member of the University shall intentionally or recklessly fail to give any notice which is required to be given to a University officer or a University authority under the terms of a code of practice issued under the provisions of Section 43 of the Education (No. 2) Act 1986.
- iii) No member of the University shall intentionally occupy or use any property of the University or of any College except as may be expressly or by implication authorized by the University or College authorities concerned.
- iv) All members of the University shall comply with any instruction given by a University Officer, or by any other person authorized to act on behalf of the University, in the proper discharge of his or her duties.
- v) All members of the University shall state their names and the Colleges to which they belong when asked by a Proctor or Pro-Proctor, or by any other person in authority in the University or in any of the Colleges in the University.

#### **Other legal requirements**

12. The attention of organisers of public meetings and assemblies is drawn to Sections 11 and 14 of the Public Order Act 1986, concerning processions and assemblies. Other legal requirements, including the Equality Act 2010, the Counter-Terrorism and Security Act 2015 and the *Prevent* duty guidance issued by the Government, may affect the conduct of meetings. A speaker, for example, who incites an audience to violence or to breach of the peace or to racial hatred commits a criminal offence. Equally, assemblies of persons, even if directed to lawful purposes, cease to be lawful if they threaten serious public disorder or breaches of the peace.

#### **Application of the code**

13. Any person who is in any doubt about the application of this code of practice to any meeting or public gathering in the College is under an obligation to consult the Senior Tutor who will determine whether the provisions of the code apply.
14. Breach by any member of the College of any of the requirements of this code may be treated as a serious disciplinary offence.

## **APPENDIX 7: JMA CODE OF PRACTICE**

1. In this code of practice the expression "GB" shall mean the Governing Body of the College and the expression "affiliation" to an external organisation shall include any form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with the College.
2. (i) No alteration to any part of the constitution shall be made without the approval of the Governing Body.  
  
(ii) No alteration to any part of the constitution shall be made except in accordance with the provisions of the Education Act 1994.  
  
(iii) In the event of any conflict between any provision of the Constitution and any provision of this code, the provision of this code shall prevail.
3. The Constitution shall be submitted to the GB for review, in accordance with the provisions of the Education Act 1994, by the division of the Michaelmas Term 1995 and at intervals of not more than five years thereafter.
4. The JMA shall operate in a fair and democratic manner in accordance with the provisions of the Education Act 1994.
5. (i) Notwithstanding any provisions in the constitution as to automatic membership of the JMA, any person who would by virtue of those provisions be a member of the JMA may in any academical year by written notice declare that he or she does not wish to be a member, and in that case such a person shall not be a member of the JMA for that academical year. Such written notice shall be served on the Senior Treasurer within one week of the commencement of the Michaelmas Full Term.  
  
(ii) A Junior member of the College who exercises the right not to be a member of the JMA may not participate in the democratic procedures of the JMA but will otherwise be entitled to make use of the sporting and social facilities of the JMA to the same extent as its members.
6. Appointment to the major offices of the JMA shall be by election in a secret ballot in which all members of the Association are entitled to vote, and at which a Senior Member of the College shall act as returning officer.
7. There shall be no sabbatical or paid office in the Association elected by the Junior Members.

### **Finance**

8. By the division of every Michaelmas Term the JMC [ie. Junior Members' Committee] shall agree a budget for the coming academical year and submit it to the Trustees for approval.
9. The Senior Treasurer shall present to the JMC before the division of the Michaelmas

Term the audited accounts for the previous year.

10. The JMA shall publish annually to all Junior Members of the College a report which shall also be presented to the Trustees. This report shall include details of any donations made by the JMA to external organisations in the period to which it relates.
11. The JMA shall set down in writing and make freely accessible to all Junior Members of the College and to the Trustees, a statement of the procedure for allocating resources to groups and clubs, ensuring that the procedure is fair.

#### **Affiliations to Organisations**

12. If the JMA decides to become affiliated to any external organisation, it shall publish to all Junior Members of the College and to the GB, a notice of this decision stating the name of the organisation and the details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made to the organisation.
13. The JMA shall publish annually to all Junior Members of the College and to the GB a report stating the names of all the external organisations to which it is affiliated and the details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made to the organisation within the year covered by the report.
14. Upon the request of at least 3% of its members the JMA shall submit for the approval of its members a list of the organisations to which the JMA is affiliated. If at least 5% of the members so require the question of continued affiliation to any particular organisation shall be decided upon by a secret ballot at which all members are entitled to vote.

#### **Grievances**

15. All Junior Members of the College or groups of such members who are dissatisfied in their dealings with the JMA or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the JMA may prefer a complaint to the Junior President. An appeal shall lie from the Junior President to a Senior Member of the College appointed for the purpose by the GB who is not an officer of the JMA. The GB shall have the power to provide such effective remedy if any as they consider appropriate when a complaint is upheld.

## **APPENDIX 8: STUDENT COMPLAINTS PROCEDURES**

### **Introduction**

1. Fitzwilliam College welcomes comments and suggestions about the residential, social and academic environment it provides. In the first instance these should be made to the senior member or member of staff concerned.
2. Complaints may be made to the senior member or member of staff concerned, or to a Tutor, a Director of Studies, or the Senior Tutor, who will attempt to resolve the complaint informally.
3. Where a complaint arises against a junior member of College, students are encouraged to raise the matter directly with the junior member concerned in the first instance, with a view to resolving the matter informally. If that is impractical or unsuccessful, then the matter should be raised with a senior member of the College as in 2 above.
4. If a student considers that a complaint has not been satisfactorily resolved, the student may then make a formal complaint to the Complaints Officer. The procedure is described below.
5. The College aims to handle complaints in a way that is sympathetic, fair and efficient, encourages informal reconciliation, facilitates early resolution, maintains individual privacy and confidentiality, and permits useful feedback.
6. Students have a responsibility not to waste resources on frivolous or vexatious complaints.
7. A student may seek advice from any member of the College, for example Tutor, Director of Studies, or JMA or MCR Officer, or CUSU.
8. Some activities are served by existing procedures, including (i) discipline, and (ii) University examination appeals.
9. The University has a number of relevant policies, notable Student Complaints ([www.cam.ac.uk/current-students/complaints-and-appeals](http://www.cam.ac.uk/current-students/complaints-and-appeals)) and Dignity@Study ([www.cam.ac.uk/current-students/health-and-welfare/dignitystudy](http://www.cam.ac.uk/current-students/health-and-welfare/dignitystudy)). Members of the College will find the guidance in those policies on approaches to reporting and resolving difficulties helpful, and in some cases may wish to pursue grievances according to those procedures. However complaints, including allegations of harassment or bullying, which arise with the college teaching, learning and working environment will normally be dealt with under this College procedure.

### **Formal Complaints**

10. The complaints procedure shall be confidential, save where the complainant's identity must be disclosed in order properly to investigate the complaint. Where the complaint is made against an individual, that individual will be informed of the complaint.

11. The Complaints Officer will be the Senior Tutor, unless the Senior Tutor is the subject of the complaint, in which case the complainant should inform the Master in writing, and the Master will then appoint a senior Fellow of the College as Complaints Officer.
12. A formal complaint should be made in writing to the Complaints Officer, specifying the remedy that is being sought, normally within 14 days of the incident leading to the complaint. The Complaints Officer will acknowledge receipt of the complaint, and will arrange to meet the complainant to discuss the complaint.
13. If after the discussion with the Complaints Officer the complainant wishes to proceed with the formal complaint, the Complaints Officer will investigate the complaint, and within 14 days of the discussion, will report in writing the decision and any action to the complainant.
14. Where the presence of a complainant is required, the complainant is entitled to be accompanied by his or her Tutor or by any other person of the complainant's own choosing except for a qualified lawyer; the same person should accompany the complainant on each occasion that the complainant wishes to be accompanied. This person may make representations on behalf of the complainant but may not answer questions on that person's behalf. The name of the person accompanying the complainant should be provided in advance to the Complaints Officer.
15. Where a complaint is upheld, possible actions include: (i) disciplinary action, (ii) financial compensation, (iii) an apology, and (iv) a change in practice or policy.
16. If the complainant or, where he or she is a member of the College, the person subject to the complaint is dissatisfied with the outcome of the complaint, he or she may appeal within 14 days of receipt of the decision to the Complaints Appeals Committee.

### **Appeals**

17. The Complaints Appeals Committee will consist, according to the wishes of the appellant, of either (i) 2 Fellows from a Panel of 5 plus 1 Junior Member appointed by the JMA and MCR Committees, or (ii) 3 Fellows from a Panel of 5. The Panel of 5, distinct from the Disciplinary Committee, will be appointed each year by the Governing Body. The Panel will jointly decide on each occasion which of its members serve on the Complaints Appeals Committee; no member of the Committee shall have any interest in or previous involvement with the matter of complaint.
18. The Complaints Appeals Committee will determine its own procedure, provided that both the complainant and the subject of the complaint shall be allowed an opportunity to make representations and comment on any relevant evidence. The Committee shall form its own judgement after review of all available evidence and in the light of representations made by the parties.
19. The Complaints Appeals Committee shall have the power to confirm, amend or rescind the original decision of the Complaints Officer. The Chairman of the Complaints Appeals Committee will notify the decision in writing within 5 working days of the hearing. There will be no further right of appeal.



### **Monitoring and Review**

20. The Complaints Officer will keep a record of all complaints, and will report to the Governing Body once a year.
21. The General Purposes Committee will, once a year, review (i) the information, advice and support for students on making complaints, and (ii) action which might be taken to prevent the recurrence of a situation which led to a successful complaint.

### **External Review**

22. If the complainant or, where he or she is a member of the College, the person subject to the complaint is dissatisfied with the decision of the Complaints Appeals Committee, he or she may be able to take the complaint to the Office of the Independent Adjudicator for Higher Education (OIA), which has been designated by the Secretary of State to be the operator of the student complaints scheme for England. The OIA can deal with complaints about e.g.

- a programme of study or research
- a service provided to you as a student of a higher education institution
- a final decision by a higher education institution

The OIA cannot deal with a complaint if e.g.

- it relates to a matter of academic judgment
- the matter is or has been the subject of court proceedings
- it is about a student employment matter
- it is an admissions matter

The complainant must first exhaust the College's internal complaints procedure, and receive a "Completion of Procedures Letter" from Fitzwilliam's Complaints Officer before approaching OIA.

A number of OIA publications giving advice and rules, and application forms, are available at [www.oiahe.org.uk](http://www.oiahe.org.uk), and from the Senior Tutor, Tutors and CUSU.

The University's complaints procedure can be found at [www.cam.ac.uk/current-students/complaints-and-appeals](http://www.cam.ac.uk/current-students/complaints-and-appeals)

## **NOTICES**

### **SECURITY**

Students who live in College are advised always to shut the windows and lock the door of their rooms when they go out however briefly, and not to leave money, cheque books or other valuables lying about in their rooms. A similar pattern of security should be adopted by those who live in College houses and rented accommodation. If you see a suspicious-looking person ask if you can help and why they are there. If dissatisfied with the response, report at once to the Porters. The College takes all reasonable precautions, including CCTV coverage, but is unable to accept responsibility for losses.

### **PHOTOCOPYING**

The three photocopiers for Junior Members are situated in the basement, first and second floor of the Library.

### **BURSARY (ACCOUNTS) DEPARTMENT**

Room 6 (V Staircase) will be open for the payment of College bills and collecting grant cheques from Monday to Friday during times displayed outside the office.

### **TUTORS**

Your Tutor is a Fellow of the College whose subject is a different subject to your own. You can speak to your Tutor on any matter, however trivial or traumatic: academic, social, financial, medical or to do with your home life. If your Tutor is unavailable the Senior Tutor is available to talk to any student. All Undergraduates must see their Tutor at the beginning and end of every term, use the online meeting booking system <https://services.fitz.cam.ac.uk/signup>.

Tutors do not hold fixed weekly office hours - if you would like to see your Tutor during the term please contact them via email and they will endeavour to make themselves available for a meeting, where appropriate, within three working days.

### **DIRECTORS OF STUDIES**

Director of Studies have responsibility for the academic progress of undergraduates. Most Directors of Studies do not hold fixed weekly office hours - if you would like to see your DoS during the term please contact them via email and they will endeavour to make themselves available for a meeting.

### **GUEST ROOMS**

A limited number of guest rooms are available in College and can be booked in advance through the Accommodation & Housekeeping Manager.

### **COMPUTER ROOMS**

The Computing Officer may from time to time make rules for the efficient running of the computer rooms. These will be displayed in the room in question. The College will take a serious view of the misuse of its computing facilities.

It is forbidden to bring food or drink into any of the computer rooms or to unplug any existing equipment. Students must not allow anyone who is not a College member to have access to the computer rooms.

## **MUSIC ROOMS**

Keys to these may be booked out at the Porters' Lodge subject to limitations applied from time to time. It is forbidden to bring food or drink into the Auditorium Music Rooms. Articles may not be placed on musical instruments. Musical instruments may not be used as seats. Any damage caused will be charged to the last user.

## **LAUNDERETTE**

The launderette will normally be open between 07:30 and 22:30: times when machines may be used are posted in the launderette. It is an offence to fix open the door of the launderette.

## **COLLEGE NURSE AND COUNSELLOR**

A Nursing Service for Fitzwilliam College and Murray Edwards is provided by the College Nurse. The Surgery is in Murray Edwards and times for consultation are posted in the Porters' Lodge and on the College Screens. Students are welcome to contact her directly at [nurse@fitz.cam.ac.uk](mailto:nurse@fitz.cam.ac.uk).

The College also has a Counsellor based in the Kaetsu Centre, located between Fitzwilliam and Murray Edwards Colleges, and is accessible via the (unlocked) pedestrian gate on Huntingdon Road. Students are welcome to contact her directly at [counsellor@fitz.cam.ac.uk](mailto:counsellor@fitz.cam.ac.uk).

## **CHAPEL**

Chapel Services are held during Full Term. Details may be ascertained from the Chapel card and from the Chapel notice-boards. All services are open to any members of the College and every effort is made to integrate all Christian traditions in the life of the Chapel. Full communicant members of all Churches are welcome at celebrations of the Holy Communion.

There is a chapel choir which leads worship every Sunday evening in term and all newcomers are welcome to join.

## **CHAPLAIN**

The Chaplain is pleased to see students at any time. The hours when the Chaplain is most readily available may be ascertained from the Chaplain's door and from the Chapel Notice-Boards.

## **UNIVERSITY CARD**

Porters will issue all Junior Members with a University Card, giving access to College buildings including the Olisa Library and credit in the Buttery. The Card is also used to access some University Departments and Libraries. A charge of £20.00 will be made for replacement of lost or damaged cards.

## COLLEGE OFFICES

### Porters Lodge

Open 24 hours

The Porters are responsible for the general welfare and safety of College Members, and are on call 24 hours a day. Please feel free to contact the Porters at any time if you are concerned about yourself or another student or if you are being disturbed by unacceptable noise.

Telephone: 01223 332000 (or mobile number 07919 058372)

Email: [porters@fitz.cam.ac.uk](mailto:porters@fitz.cam.ac.uk)

### Tutorial Office – L11

8:00am – 12noon and 12:30pm – 4:00pm

The Tutorial Office helps both undergraduates and graduates from application to graduation, including academic and welfare issues.

Telephone: 01223 332004

Email: [tutorial.office@fitz.cam.ac.uk](mailto:tutorial.office@fitz.cam.ac.uk)

### Accounts Department – V6

Mon - Wed: 9:30am – 12:30pm and 2:00pm – 4:30pm.

Thurs - Fri: 9:30am – 12:30pm and 2:00pm – 3:00pm.

The Accounts Department is open for the payment of College bills, collection of grant cheques and for financial enquiries.

Telephone: 01223 332008

Email: [college.bills@fitz.cam.ac.uk](mailto:college.bills@fitz.cam.ac.uk)

### IT Office – U1

9.00am - 12:30pm and 1:30pm – 5:00pm

The IT Office maintains the IT infrastructure including administrative computing, network connectivity, computer rooms and printing. It will also attempt to assist Students, Fellows and Staff with their IT related issues.

Telephone 01223 3320255

Email: [computing@fitz.cam.ac.uk](mailto:computing@fitz.cam.ac.uk). Complete on-line IT Request form at <http://help.fitz.cam.ac.uk/>

### Accommodation & Housekeeping Office - L

7:30am-3:30pm

Telephone 01223 332049

Email: [Housekeeping.office@fitz.cam.ac.uk](mailto:Housekeeping.office@fitz.cam.ac.uk)

Accommodation Officer - [accom.officer@fitz.cam.ac.uk](mailto:accom.officer@fitz.cam.ac.uk)

Complete on-line Accommodation & Housekeeping Request form at <http://help.fitz.cam.ac.uk/>

**Maintenance Office - K**

Mon-Thurs: 8:00am - 1:00pm and 1:30pm – 4:00pm

Fri: 8:00am - 1:00pm and 1:30pm – 3:30pm

Telephone 01223 332031

Complete on-line Maintenance Request form at <http://help.fitz.cam.ac.uk/>

**Domestic Bursar's Office - I**

The Domestic Bursar oversees the Catering, Conference, Accommodation & Housekeeping, Gardening and Maintenance departments.

Telephone: 01223 332076

Email: [Domestic.Bursar@fitz.cam.ac.uk](mailto:Domestic.Bursar@fitz.cam.ac.uk)

**Steward's Secretary's Office - I**

Mon-Thur: 8:00am - 12:30pm and 1:00pm – 4:00pm

Fri: 8:00am - 12:30pm and 1:00pm – 3:00pm

The Steward's Secretary co-ordinates all events in term time for the Fellows, JCR, MCR and internal departments and assists the Steward. Telephone 01223 332021

Email: [stewards.secretary@fitz.cam.ac.uk](mailto:stewards.secretary@fitz.cam.ac.uk)

**The Olisa Library**

Open 24 Hours for College Members via card access

The Library contains 40,000 books, reference works, journals and resources. We provide 200 study spaces, borrowing facilities and a quiet environment

Telephone 01223 332042

Email: [Library@fitz.cam.ac.uk](mailto:Library@fitz.cam.ac.uk)

**Catering Department**

Mon - Sun 08:00 - 20:00

The Catering department operate the Bar, Coffee Shop, Buttery, Dinners and all other catering requirements

Phone: 01223 332052

Email: [buttery@fitz.cam.ac.uk](mailto:buttery@fitz.cam.ac.uk)

**Assistant to the Senior Tutor – The Grove**

Mon-Thur: 8:00am – 12noon and 12:30pm – 4:00pm

Telephone 01223 332027

Email: [ST.Assistant@fitz.cam.ac.uk](mailto:ST.Assistant@fitz.cam.ac.uk)