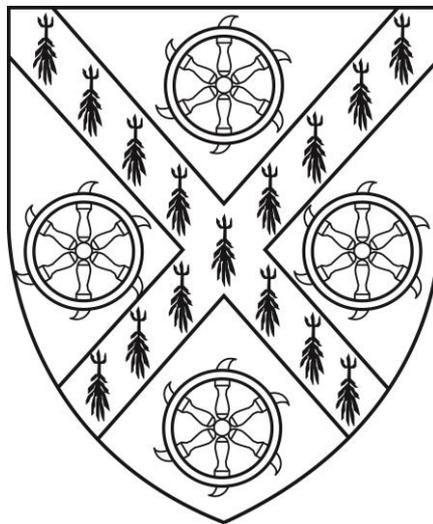


**ST CATHERINE'S  
COLLEGE**

**OXFORD**



**Information and Regulations  
for Members of the College  
2018 - 2019**

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## 1. INTRODUCTION

### *1.1 Statutes, By-Laws and Regulations*

This booklet contains general information about St Catherine's College, its pattern of life, and its facilities. It is essential that you read it carefully now, on first joining the College, and then keep it for reference as and when necessary during the remainder of your period at St Catherine's.

St Catherine's is one of the colleges which constitute the University of Oxford and, upon matriculation, members of the College become members of the University. This involves both rights and duties. So far as the College is concerned, these are based upon its Statutes, By-Laws and Regulations. These are basically constitutional documents. They are available for consultation in the Library and on the College website. The principal Statutes which affect student members of the College are Statutes VII (The Officers) and IX (Student Members and Tuition). The principal By-Laws which relate to student members are in By-Law XI (Student Members).

The Regulations affect student members in a more direct way, and contain requirements which bind them legally while they are students. Their aim is to ensure the smooth running of a community of over 950 people. They concern mainly academic progress, residence and standards of behaviour.

The College Regulations for student members are contained within the information sections of this booklet because the College takes the view that there is value in placing them beside explanations as to why they have been put in place and why it is important that they are complied with. The regulations fall into three categories:

- i) those which relate to student members in respect of academic matters. These academic regulations are referenced by a letter A and a number.
- ii) those which relate to student members in respect of residence within College buildings. These residential regulations are referenced by a letter R and a number.
- iii) those which relate to student members in respect of general services, facilities and procedures which all members of the College use or are subject to, whether resident in College buildings or not. These general regulations are referenced by a letter G and a number.

The term 'student member' includes Associate and Visiting Students and, consequentially, these Regulations (and the Statutes and By-Laws under which they are made) apply to them in the same way as they do to undergraduate and graduate student members of the College. However, because of differences in their relationship with the University, parts of the Regulations contained in this booklet do not apply to Associate and Visiting Students and, where this is so, this is expressly stated.

You are asked to pay particular attention to Sections 3 (Academic Code of Practice), 6 (College Rooms and Houses), 13 (Noise in College) and the following list of activities which the College considers to be particularly serious and will result in disciplinary action. These activities are considered to be serious insofar as they compromise the safety and expectations of a quiet working environment of all members of the College.

### **Student members are required to consider the following forbidden (Regulation G13)**

1. bringing illegal drugs into College or College-owned or managed property;
2. bringing any form of animal life into College or College-owned or managed property;
3. bringing firearms into College or College-owned or managed property;
4. using uncertified electrical appliances in rooms;
5. misusing fire extinguishers in College or College-owned or managed property;
6. candles or storing flammable liquids or other materials in study rooms, the MCR or the JCR;
7. climbing up the exterior of buildings or onto roofs and climbing up ladders or scaffolding installed either by the College or contractors;
8. walking or sitting on the grassed areas of the Quad, along the Water Garden or adjacent to Staircase 23 to 26 and the Lodge;
9. roller-blading, scootering and cycling in College other than on the access roads;
10. discarding chewing gum anywhere except in rubbish bins;
11. trespassing on Merton Sports Ground;
12. cooking on the balcony areas of Staircases 17 to 19 or anywhere other than pantries; any cooking equipment other than a kettle (e.g. toasters, sandwich makers, rice cookers) is forbidden in student rooms and may be taken away;
13. playing any sort of game (e.g., frisbee or football) in the Quad, car park and in front of Staircases 17 to 26, and running or walking along the external sides of the Meadow and River Blocks;
14. bringing alcohol into areas of the College which are licensed for the sale or supply of alcohol under the Licensing Act 2003 and behaviour which might compromise the College's licences under that Act;
15. carrying on any profession, trade or business from College or College-owned or managed property, including using the College name for business purposes or using College or College-owned or managed property as a business address.

The following conduct by a student member constitutes a major offence for which formal action may be taken against the student under By-Law XI: (a) violence against, assault, intimidation or bullying of any College or University member; (b) wilful destruction or theft of any College or University property; (c) wilful damage to or interference with any College fire safety system; (d) conduct for which criminal liability may be incurred at general law.

Breach of any Regulation not involving such conduct constitutes a minor offence for which action may be taken against a student, including in certain circumstances formal action under By-Law XI.

#### ***1.2 Disciplinary and Appeals procedure***

***Student Members are referred to the Statutes (Statute IX, Student Members and Tuition) and By-Laws (By-Law XI, Student Members), both of which are available on the College website. These documents provide the legal basis for the powers to make these Regulations and give, in detail, the arrangements for making decisions on disciplinary, academic, welfare and medical issues as well as for hearing appeals in these areas.***

### **1.3 Student Concerns and Complaints procedure**

This Section describes the procedures that exist for current students to raise a concern or make a complaint about a College matter arising or subsisting while they are a student member of the College, including:

- The conduct of a student member, tutor, (other) Fellow, or (other) member of College;
- Accommodation or other College domestic facilities or services;
- The provision of College-based teaching;
- The College's Statutes, By-Laws or Regulations.

#### **1.3.1 Informal Procedures: Raising a concern**

- a. If you have a concern about a matter involving the College, you are encouraged to raise it as early as possible with the appropriate person (for guidance see Section 2). You may do so orally or in writing. If you do not feel comfortable raising the concern yourself, you are encouraged to ask one of the JCR/MCR representatives to raise it on your behalf.
- b. A person with whom you raise a concern (directly or through a JCR/MCR representative) may wish to discuss it with you and/or make enquiries of others before reaching a decision. (If there is anyone with whom you do not wish your concern to be discussed, you should make this explicit when raising the concern.) In some cases s/he may refer your concern to someone else within the College whom s/he regards as more appropriately placed to respond, or decline to deal with the concern informally. If the person with whom you raise your concern declines to deal with it informally, you will need to pursue it as a formal complaint.
- c. A person with whom you raise a concern will inform you of his or her decision and any proposed course of action within a reasonable period of the concern being raised. What constitutes 'a reasonable period' will depend on the nature of the particular concern. If you are dissatisfied with the outcome of raising a concern, you may pursue it as a formal complaint.

#### **1.3.2 Formal Procedures: Making a complaint**

For information about making other types of complaints please refer to the Proctors' and Assessors' Memorandum, published on the University's website at <http://www.proctors.ox.ac.uk/handbook>.

- a. You may make a formal complaint about any College matter at any time, regardless of whether you have first raised the matter informally as a concern. There are three stages to a complaint, the first two of which will be followed in all cases.

##### Stage 1: Initiation

- b. Complaints must be made in writing and clearly identified as a complaint. The letter initiating the complaint should describe in detail the nature of the complaint, the facts giving rise to it, and your preferred outcome. A copy of that letter and all subsequent correspondence regarding your complaint (including any appeal) will be kept in a College Complaints Register accessible to the Master. The Master may also grant access to individual files contained in the Register to any other College Officer where such access is in the Master's view necessary to enable the Officer properly to perform his or her duties as such.

- c. Complaints must be addressed to the appropriate Officer, as follows:
- i. For complaints involving a tutor, (other) Fellow, or the provision of teaching, the Senior Tutor;
  - ii. For complaints involving a student member, the Dean;
  - iii. For complaints involving College accommodation or domestic/administrative staff, facilities or services, the Home Bursar;
  - iv. For complaints involving the Statutes, By-Laws or Regulations, the College Counsel;
  - v. For complaints involving a mix of the above or any other matter, the Vice-Master.
- d. If for any reason you do not wish your complaint to be dealt with by the Officer identified above, you may direct it to the Master with a written explanation of why you would like someone other than that Officer to handle it. It will be for the Master to decide whether someone other than the Officer identified above should deal with your complaint, and if so who. You will be informed of the Master's decision in writing.
- e. Unless otherwise indicated, references to 'Officer' in the following paragraphs are to the Officer responsible for handling the complaint in accordance with paragraphs c and d above.

#### Stage 2: Investigation

- f. Subject to paragraph g, the procedure for investigating a complaint will be as follows.
- i. The Officer will acknowledge the complaint in writing within two weeks of receiving it.
  - ii. The Officer, assisted by an administrative Officer or (other) member of staff, will invite you to a meeting to discuss the complaint and ask any questions s/he has regarding its content. That meeting will ordinarily take place within two weeks, and no later than one month, of receipt of the complaint. You may invite someone to attend the meeting with you, but must give the Officer seven days' prior written notice if the person you are inviting is legally qualified.
  - iii. After meeting with you, the Officer will investigate the matters raised in the complaint. In order to do so s/he may need to speak with others, and/or to seek clarification or further information from you.
- g. Where, in the opinion of the Officer, a complaint involving College accommodation or domestic/administrative staff, facilities or services involves a matter affecting a substantial section of the College community, and on which JCR and/or MCR representatives have expressed a view, the Officer may at his or her discretion refer it to the Student Liaison Committee for resolution. In the case of such a referral responsibility for handling the complaint will rest with the Student Liaison Committee, and references in these procedures to 'Officer' will be read accordingly.
- h. The Officer will ordinarily make a decision about your complaint within one month of meeting with you. You will be informed of that decision and the reasons for it in writing as

soon as is reasonably practicable, and in any case within two months of first meeting with the Officer.

### Optional Stage 3: Appeal

- i. If you are dissatisfied with the resolution of your complaint, you may appeal in writing to the Master. The letter initiating your appeal should describe in sufficient detail the reason for your appeal, and include a copy of the decision you are appealing against.
- j. The Master will acknowledge your appeal in writing within two weeks of its receipt, and use all reasonable efforts to make a decision in respect of your appeal and to notify you in writing of that decision and the reasons for it within two months of its receipt. That notification will take the form of a Completion of Procedures letter.
- k. If you are dissatisfied with the outcome of your appeal to the Master, you should speak to your JCR/MCR representatives about the options open to you to pursue your complaint externally.

## **2. COLLEGE GOVERNANCE**

The College is a self-governing institution with a Governing Body consisting of the Master and certain of its Fellows. Most of those Fellows hold academic appointments in both the College and the University, but some hold administrative positions. A number of them have particular responsibilities as College Officers. The Officers you are most likely to meet are the Master, Senior Tutor, Academic Registrar, Dean, Home Bursar and Librarian.

The **Master**, Professor Roger Ainsworth, has overall responsibility for the running of the College and it is to him that other Officers of the College report.

The **Senior Tutor**, Professor Marc Mulholland, **Academic Registrar**, Cressida Chappell, **Tutor for Admissions**, Dr Jim Thomson, and the **Tutor for Graduates**, Professor Ashok Handa are together responsible for the academic administration of the College. The **Director of Studies for Visiting Students**, Naomi Freud, has special responsibility for Visiting Student members. Student members should feel free to contact the relevant College Officer about any issue associated with their academic progress.

The **Dean**, Dr Richard Bailey, is responsible for the well-being of student members and for College Clubs and activities. Student members should feel free to contact the Dean about anything that concerns them. The Dean is available to see students each weekday and may be contacted at any time through the General Office or the Lodge. The Dean is also responsible for College discipline. In dealing with breaches of College Regulations, the Dean may issue warnings, impose fines or suspended fines, impose community service orders, ban student members from particular areas of the College, or take such other action as is deemed necessary. The Dean is assisted by the **Junior Deans**; their names and details are displayed on posters in each staircase in the College. One of the Junior Deans will be in College every evening during term-time. They should be contacted via the Porters' Lodge if any problem arises in College outside office hours, particularly if problems arise concerning excessive noise. Failure to co-operate with the Junior Deans will lead to serious disciplinary action being taken by the Dean.

Student members who feel that a decision of an Officer or of the Governing Body is unjust have a right to appeal. The rights are specified in detail in the By-Laws of the College.

Discipline outside the College is enforced by the University Proctors, who publish a memorandum which should also be read. It includes Regulations and Codes of Practice on freedom of speech, harassment and other matters, and is available at <http://www.proctors.ox.ac.uk/handbook>.

The **Home Bursar**, James Bennett, is responsible for the domestic operation of the College, its non-academic support staff and its fabric, equipment and buildings. The Home Bursar also has a responsibility for fees and charges (assisted by the Accounts Office) and student hardship.

The following table gives an outline of the administrative structure of the College.

Professor Roger Ainsworth	The Master	
Emily Ellis	Executive Assistant to the Master <a href="mailto:masters.office@stcatz.ox.ac.uk">masters.office@stcatz.ox.ac.uk</a>	
Professor Penny Handford	Vice-Master <a href="mailto:penny.handford@stcatz.ox.ac.uk">penny.handford@stcatz.ox.ac.uk</a>	
Dr Richard Bailey	Dean (Fellow)	
Lizzie Andrews	Dean's Secretary <a href="mailto:lizzie.andrews@stcatz.ox.ac.uk">lizzie.andrews@stcatz.ox.ac.uk</a>	Decanal appointments Clubs and Societies Guest Room bookings
Professor Marc Mulholland	Senior Tutor (Fellow) <a href="mailto:senior.tutor@stcatz.ox.ac.uk">senior.tutor@stcatz.ox.ac.uk</a>	
Dr Jim Thomson	Tutor for Admissions (Fellow)	
Professor Ashok Handa	Tutor for Graduates (Fellow) <a href="mailto:graduates@stcatz.ox.ac.uk">graduates@stcatz.ox.ac.uk</a>	
Cressida Chappell	Academic Registrar (Fellow) <a href="mailto:college.office@stcatz.ox.ac.uk">college.office@stcatz.ox.ac.uk</a>	
Sinead Adams Richard Molyneux Catherine Ferguson Charlotte Sansome Laurel Quinn Anna McMurtrie	Deputy Academic Registrar (Tutorial) Academic Officer (Tutorial) Academic Office Assistant Deputy Academic Registrar (Admissions & Access) Academic Officer (Admissions) Outreach Officer  <a href="mailto:college.office@stcatz.ox.ac.uk">college.office@stcatz.ox.ac.uk</a>	Contact details Degree ceremonies Examination entries and arrangements Graduate Research Expenses Fund Letters confirming student status University Cards

Naomi Freud	Director of Studies for Visiting Students (Fellow)	
Helen Alexander	Visiting Students' Administrator <a href="mailto:helen.alexander@stcatz.ox.ac.uk">helen.alexander@stcatz.ox.ac.uk</a>	All Visiting Student enquiries
James Bennett	Home Bursar (Fellow)	Hardship applications
Inge-Marie Rossouw-Smith	Assistant Home Bursar (Housekeeping, Lodge & Maintenance) <a href="mailto:inge-marie.rossouw-smith@stcatz.ox.ac.uk">inge-marie.rossouw-smith@stcatz.ox.ac.uk</a>	Room/Staircase cleaning Laundry Porters' Lodge Maintenance requests <a href="http://www.stcatz.ox.ac.uk/forms/maintenance-request-form">http://www.stcatz.ox.ac.uk/forms/maintenance-request-form</a>
Susannah Young	Accommodation Officer <a href="mailto:susannah.young@stcatz.ox.ac.uk">susannah.young@stcatz.ox.ac.uk</a>	Accommodation enquiries Meeting room bookings
Ferhat Engin	Bar Manager <a href="mailto:ferhat.engin@stcatz.ox.ac.uk">ferhat.engin@stcatz.ox.ac.uk</a>	
Bella Forbes (on leave) Rebecca Marsden Leanne Hurst-May	Conference Managers  Conference Officer (fixed-term) <a href="mailto:conferences@stcatz.ox.ac.uk">conferences@stcatz.ox.ac.uk</a>	Conference enquiries
Maria Roberson	Internal Events Administrator <a href="mailto:maria.roberson@stcatz.ox.ac.uk">maria.roberson@stcatz.ox.ac.uk</a>	Faculty Dinners
Efi Barda	Hall Manager <a href="mailto:efi.barda@stcatz.ox.ac.uk">efi.barda@stcatz.ox.ac.uk</a>	Hall matters Dietary requirements
Annette Robbins	Nurse <a href="mailto:annette.robbins@stcatz.ox.ac.uk">annette.robbins@stcatz.ox.ac.uk</a>	
Dr Fram Dinshaw	Finance Bursar (Fellow)	
Carey Forster	Accountant <a href="mailto:carey.forster@stcatz.ox.ac.uk">carey.forster@stcatz.ox.ac.uk</a>	
Jane Holmes	Assistant Accountant <a href="mailto:jane.holmes@stcatz.ox.ac.uk">jane.holmes@stcatz.ox.ac.uk</a>	Battels
Cathy Steiner	Fees Secretary <a href="mailto:cathy.steiner@stcatz.ox.ac.uk">cathy.steiner@stcatz.ox.ac.uk</a>	Student Loans and Fees
Alison Hopcraft	Accounts Clerk <a href="mailto:alison.hopcraft@stcatz.ox.ac.uk">alison.hopcraft@stcatz.ox.ac.uk</a>	
Jamie Keats	IT Manager <a href="mailto:support@stcatz.ox.ac.uk">support@stcatz.ox.ac.uk</a>	
Jon Panagiotidis	IT Assistant <a href="mailto:support@stcatz.ox.ac.uk">support@stcatz.ox.ac.uk</a>	
Professor Gervase Rosser	Librarian (Fellow)	
Barbara Costa TBA	Assistant Librarians <a href="mailto:library@stcatz.ox.ac.uk">library@stcatz.ox.ac.uk</a>	

Undergraduate student members are members of the Junior Common Room (JCR) and graduate student members are members of the Middle Common Room (MCR). The JCR and MCR provide social facilities for their members and represent their views to College Committees. The **President of the JCR** is Phoebe Whitehead, the **JCR Vice-President and Domestic Liaison Officer** is Steffan Williams and the **Co-Presidents of the MCR** are Eduardo Chazan and Nantas Nardelli.

### **3. ACADEMIC CODE OF PRACTICE (UNDERGRADUATE STUDENT MEMBERS)**

*Student Members are referred to the Statutes (Statute IX, Student Members and Tuition) and By-Laws (By-Law XI, Student Members), both of which are available on the College website. These documents provide the legal basis for the powers to make these Regulations and give, in detail, the arrangements for making decisions on disciplinary, academic, welfare and medical issues as well as for hearing appeals in these areas.*

#### **3.1 Admission and Matriculation**

The primary purpose of St Catherine's College is to pursue academic excellence across a range of disciplines. Membership of the College entails an obligation to further this purpose. The remarks which follow set out the structures and procedures through which undergraduate members of the College may properly fulfil this obligation. All undergraduates admitted to the College have been chosen in academic competition by College tutors, who will be involved in their teaching throughout the course. This is the start of a relationship much valued in Oxford.

Under University regulations each undergraduate must be formally registered in person as a member of the University at the Matriculation ceremony, which takes place soon after arrival.

#### **3.2 Academic requirements**

Each undergraduate will be informed at the start of his or her course of a College tutor or tutors who will be responsible for overseeing his or her academic progress. These will normally be in the field of the degree course in question, although in those few subjects taught exclusively out of College (e.g. Fine Art) the Fellow responsible is likely to be in a different discipline.

A minimum number of tutorials will be specified for each tutorially-taught paper studied or course taken. Undergraduate student members are required to attend tutorials, classes and collections (see Section 3.3) and, if necessary, meetings of College Committees. (Regulation A1) So as to enable alternative arrangements to be made, undergraduate student members, if prevented by illness or other urgent causes from attending a tutorial, class or collection, are required to inform their tutor as soon as possible (preferably in advance). Where it is not possible to contact a tutor, the Academic Office (email: [college.office@stcatz.ox.ac.uk](mailto:college.office@stcatz.ox.ac.uk)) should be contacted. (Regulation A2) No tutor will be obliged to make further time available, unless he or she is satisfied of the good cause of the postponement. Tutors will advise undergraduates which lectures they should attend at the start of each term. Attendance at such lectures, in so far as they are centrally important to each undergraduate student member's academic progress, may thereafter be informally monitored by the relevant subject tutor.

It is expected that undergraduate student members will treat academic study as a full-time commitment during term-time. Students should typically expect to spend approximately 40 hours per week on academic work during term-time; this includes both scheduled contact time (tutorials, lectures, classes, practicals, etc.) and time spent in private study. The balance between scheduled contact time and private study will vary between subjects. Students should seek advice from their tutors if they find it impossible to meet their academic obligations without spending significantly longer than 48 hours per week on academic study on a regular basis.

It is expected that undergraduate student members will use time outside term and during vacations to consolidate learning from the last term and to 'read around' their subject. They may

also need to undertake reading or work in preparation for the next term, and/or to revise for College Collections and University Examinations.

All members of the College are required to respect the work patterns of others. In particular, this means that no disturbance is to be caused by general noise or music or rowdy behaviour to the detriment of the academic atmosphere of the College (see Section 13). In particular, silence must be observed in the Library. (Regulation A3)

### **3.3 Collections**

‘Collection’ is the word used for two distinct events:

#### **3.3.1 An internal College examination**

These Collections are designed to give undergraduates experience of writing under examination conditions and to help students assess their own progress. Undergraduate student members, unless informed otherwise by their tutors, are required to sit Collections on the Friday and/or Saturday of the week before term. (Regulation A4) Undergraduates will be informed at the end of each term in which subjects Collections are to be set at the beginning of the following term. These examinations are normally set on the previous term’s work. Tutors will ensure that these are promptly marked and returned to the undergraduate. Collections may be set at other times if the subject tutors and the Senior Tutor require it. Failure to perform adequately in Collections may result in an undergraduate being put on probation (see Section 3.7).

#### **3.3.2 A formal discussion with tutors or with the Master**

Tutors will arrange to see their undergraduates individually and formally once a term (Tutors’ Collections), as an additional means of enabling undergraduates to gauge how they are doing academically. In addition the Master sees all students for Collections during the course of the academic year.

### **3.4 OxCORT Tutorial Reports**

Tutors write termly reports on the work of the undergraduates they have been teaching. During each vacation an email is sent to all undergraduates when submitted tutorial reports for the previous term have been released and can be accessed at <http://www.oxcort.ox.ac.uk/> using your single sign-on credentials.

### **3.5 Undergraduates wishing to change course**

It is not the College’s expectation that undergraduate student members will change course once they have commenced their studies in Oxford, but if the College is able to accommodate a change of course, and it is supported by all the relevant subject tutors, then it may be possible. Each case will be considered on an individual basis, according to the student member’s reasons for changing, the stage they have reached in their studies, the subject to which they wish to change, whether their tutors support it, and any other relevant factors. Student members should be aware that the academic skills and knowledge needed for a new subject are not likely to be the same as those of the subject they are currently reading, and they should therefore expect to be interviewed to enable tutors to assess their academic suitability for the new course. Changing course is always conditional upon the student achieving good results in the First Public

Examination and/or receiving good termly reports, depending on the stage reached in their course. There are no university regulations regarding this matter; the final decision is entirely at the College's discretion, and is always subject to availability of College teaching and the agreement of the tutors concerned.

Undergraduate student members who wish to change course should approach the Director of Studies in their current subject in the first instance. Their tutor will discuss with them their reasons for wanting to change course. If they still strongly wish to change course, and their tutor is willing to support the transfer, the tutor will approach the subject tutors in the transfer subject, and the Senior Tutor and/or the Academic Registrar, to arrange interviews with them. The student will be informed as soon as possible after these interviews whether the change of course has been agreed.

### **3.6 *University Examinations***

Student members are required to submit examination entry forms for University Examinations. The College will assist, but ensuring that an examination entry form is submitted by the stipulated date is the responsibility of individual student members. (Regulation A5)

Under University regulations all undergraduates in Oxford are required to take a First Public Examination (called the Preliminary Examination or Moderations, and usually taken in the second or third term of the first academic year). Undergraduates at St Catherine's College are expected to pass their First Public Examination at a level significantly higher than that of the minimum University requirement.

A student member who fails to pass the First Public Examination may be subject to formal action under By-Law XI. (Regulation A6)

If an undergraduate's performance in the First Public Examination is below the College's expectation, his or her tutor(s) will discuss with him or her, in the light both of the examination result and of tutors' reports on the preceding academic work, whether the course chosen is the ideal one, and if appropriate, will offer advice about alternatives.

Student members who are concerned that personal difficulties or illness may have affected their work, their revision or their performance in an examination, are required to contact the Senior Tutor and/or the Academic Registrar for advice as soon as possible. (Regulation A7)

If a student member is given permission by the Proctors of the University to sit Public Examinations in College for medical reasons, no charges will be incurred. Student members whose examination scripts are returned by the Chairman of Examiners because they are illegible are required to dictate their content to a typist under invigilation and pay a fee per three-hour paper. (Regulation A8)

### **3.7 *Academic progress***

Students should always feel free to discuss their work, and any attendant difficulties which may arise. Indeed, problems affecting academic work should be discussed at the earliest opportunity, preferably with the tutor concerned. Tutors well understand that problems with work may be caused by ill health or personal problems, and will be prepared to make reasonable allowances. If for any reason discussion of problems with the tutor concerned is difficult, there are other avenues open for obtaining advice and help: the Senior Tutor, the Academic Registrar, the Dean,

the Master, or one of the College Advisors (see Section 21.1). In a case of extreme difficulty, after consultation with a College Advisor and the Senior Tutor and/or the Academic Registrar, it is possible to change tutor, without necessarily discussing the reasons for such a change. With regard to the conduct of tutorials, undergraduates should also be aware of the College's Code of Practice on Harassment (see Section 22).

Undergraduate students are expected to maintain a good standard of academic work throughout their time at St Catherine's (see Section 3.1). (Regulation A9) Tutors will provide undergraduates with regular reports on the quality of their work (see Section 3.4); undergraduates are able to see their tutors or the Senior Tutor and/or the Academic Registrar at any convenient time to discuss their studies. Progress is checked regularly by tutors in tutorials and Collections (see Section 3.3).

The College is eager publicly to acknowledge outstanding academic work, and regular awards of College Scholarships and Exhibitions, and of various College Prizes, are made by the Governing Body on the recommendation of subject tutors.

Undergraduate student members who fail to maintain an adequate standard of academic work may face the operation of procedures which may result in their being sent down. (Regulation A10) The full details of these procedures are given in By-Law XI on Student Members.

### **3.8 *Plagiarism***

Students must familiarise themselves with the University rules and associated guidance governing cheating, dishonest conduct and plagiarism in connection with University examinations, including the relevant provisions of the University Regulations for the Conduct of University Examinations. No student member shall do anything in connection with his or her tutorial work that would, if done in connection with a university examination, breach those provisions. This includes plagiarising by presenting someone else's work as the student's own, or by incorporating another person's work or ideas into the student's work, without full acknowledgement. (Regulation A11)

To avoid plagiarism, it is important for all students within individual subject areas to be aware of, and to follow, good practice in the use of sources and making appropriate reference. You will need to exercise judgement in determining when reference is required, and when material may be taken to be so much a part of the 'general knowledge' of your particular subject that formal citation would not be expected. The basis on which such judgements are made is likely to vary slightly between subject areas, as may the style and format of making references. If you are unsure how to reference your work properly, and would like further advice, you should ask your tutors for guidance.

By following good practice in your subject area you should develop a rigorous approach to academic referencing, and avoid inadvertent plagiarism. Intentional or reckless plagiarism by students is taken extremely seriously by College, and can have serious consequences for students' future careers. Where examiners suspect that this has occurred, they bring the matter to the attention of the Proctors.

### **3.9 *JCR and Ball Committee***

Undergraduates are required to obtain permission from their Director of Studies before standing for the main positions on the JCR Committee and Ball Committee (i.e. JCR President, JCR Vice-

President & Domestic Liaison Officer, JCR Secretary, JCR Treasurer, JCR Female Welfare Rep, JCR Male Welfare Rep, Ball President, Ball Vice-President and Ball Treasurer). (Regulation A12)

The form undergraduates must use when seeking the permission of their Director of Studies to stand for any of these positions can be found on the College website at <http://www.stcatz.ox.ac.uk/modules/ckeditor/ckfinder/userfiles/files/JCRBallCommitteePermission.docx>.

## **4. RESIDENCE AND CONTACT ARRANGEMENTS**

### **4.1 Residence**

First-year undergraduate student members are required to live in College. All other student members may live out of College, but undergraduate student members are required to live within six miles of Carfax, and graduate student members are required to live within twenty-five miles of Carfax. (Regulation A13)

First-year undergraduate student members are required to arrive in College between noon and 3.00 p.m. on the Tuesday of noughth week in Michaelmas Term. Thereafter, all student members are required to return to Oxford by noon on the last Thursday of each vacation and remain in Oxford until the last Saturday of each term. (Regulation A14) Periods of residence are required by University regulations and must be observed. Failure to observe residence requirements may mean that a student member is debarred by the University from taking his or her degree.

Student members are required to agree beforehand with their Director of Studies or the Dean any overnight absence from College during term-time. Similarly, a student member who leaves Oxford for reasons of illness, family crisis, or for any other urgent unavoidable cause is required to inform their Director of Studies or Dean before doing so. (Regulation A15) This regulation is to ensure that University regulations on residence are fulfilled and that the College is able to contact student members in the case of an emergency.

### **4.2 Contact**

Maintaining contact between the College and student members is very important at all times. Contact might be necessary to inform student members of tutorial arrangements or news within College. There might also be cases where the College needs to contact a student member about an urgent request to get in touch with their families. Student members must, therefore, comply with the following:

Student members are required to collect mail regularly from pigeonholes in the Lodge (ideally once every 24 hours). Those living out must ensure that this is done, and failure to do so will not be regarded as a sufficient reason for missing an appointment with a College Officer (e.g. Senior Tutor, Dean or Academic Registrar) or with their tutors. (Regulation A16)

Student members are required to obtain a @stcatz.ox.ac.uk email address from IT Services by the Friday of second week of Michaelmas Term. Student members must check their College email address at least once every 24 hours. (Regulation A17) Most tutors and staff use the College email address as the primary mode of communication with student members, so failure to check it regularly could have serious consequences.

Student members are required to leave a forwarding address and a telephone number and/or email address at the Lodge for the whole period of the ensuing vacation before going down at the end of each term. A form is provided for this purpose. (Regulation A18)

Student members keeping residence who are living out of College, or College-owned or managed property, are required to inform the Academic Office (email: [college.office@stcatz.ox.ac.uk](mailto:college.office@stcatz.ox.ac.uk)) of where they are living by the Friday of first week of Michaelmas Term, and of any later change of address, and of the telephone number of the address where they are living and any mobile phone number. (Regulation A19)

Graduate student members who have fulfilled the residence requirements of their course are required to inform the Academic Office (email: [college.office@stcatz.ox.ac.uk](mailto:college.office@stcatz.ox.ac.uk)) of their correspondence address and telephone number, and must make arrangements with the College Lodge for their post to be forwarded (the University uses the College as a correspondence address for all graduate students). (Regulation A20)

Student members are required to inform the Academic Office (email: [college.office@stcatz.ox.ac.uk](mailto:college.office@stcatz.ox.ac.uk)) of any change to the address which they gave as their permanent address on applying for admission. (Regulation A21)

### **4.3 *Students going out of residence***

The College may agree to a student member going out of residence for up to three terms with a view to returning to continue their course. This agreement does not automatically release the student from their contractual obligations to College accommodation, and nor does the student member have an automatic entitlement to accommodation on their return.

Student members are required to reach an agreement with their subject tutors, the Senior Tutor and/or Academic Registrar before a temporary withdrawal may take place. (Regulation A22)

If a student member is out of residence for any reason, or is suspended for disciplinary reasons, the student member will not be allowed to use any of the facilities, including College accommodation. Such student members may not come into College for any reason, except with the express permission of their subject tutors, the Senior Tutor, the Academic Registrar, or the Dean. They will not be entitled to any formal tuition during their period of absence, and any post held in College (employment, committee memberships, etc.) will automatically terminate. These terms also apply to student members living in privately-owned or -rented accommodation at the time of going out of residence. (Regulation A23)

## **5. STUDENT EMPLOYMENT**

University of Oxford syllabuses are demanding, and Oxford terms are extremely intensive. An undergraduate student member wishing to undertake paid employment during term should weigh very carefully the inevitable impact on his or her academic work. Undergraduate student members are required, prior to taking up paid employment in term-time, to obtain the written permission of their subject tutor. The number of hours worked must not exceed seven and a half in any week. Permission to work in College may be immediately withdrawn if either the Director of Studies (on academic grounds), the Dean (on disciplinary or welfare grounds), or the Home

Bursar (on unsatisfactory work performance grounds) make such a decision. Only in exceptional circumstances is permission to work in Michaelmas Term granted to Freshers. (Regulation A24)

Formal terms are only eight weeks long, so it is necessary to do substantial academic work in each vacation according to tutors' guidance. The College will not object to the taking of some paid employment so long as academic progress is maintained. Undergraduate student members are required to discuss the taking of paid employment during a vacation with their subject tutor prior to leaving Oxford for the vacation. (Regulation A25)

Graduate student members must observe the University's paid work guidelines for graduate students (see <http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork/>). (Regulation A26)

## **6. COLLEGE ROOMS AND HOUSES**

Student members in residence in College, or a flat or house owned by the College, are required to enter into a Residential Agreement with the College at the time of taking up residence. (Regulation R1) The Residential Agreement has the force of regulations with which members are required to comply.

Watching or recording live television programme on any channel, and downloading or watching any BBC programmes on iPlayer, on whatever equipment, requires the purchase of a television licence.

## **7. SMOKING**

Under the terms of the Health Act 2006 the interior of all parts of St Catherine's College are smoke free areas. This means that smoking is not allowed in all bedrooms and common areas. Smoking by students in the grounds of the College is restricted to the JCR garden, the rear of the Bernard Sunley Building besides the Amphitheatre and the area beside Staircase 23. Student members are required to dispose of cigarette ends safely. Cigarettes must not be discarded in the Quad or in public areas. (Regulation R2) Breach of this regulation will be treated seriously and may attract a considerable fine and/or other punishment. Student members who repeatedly offend against it may be required to vacate their rooms and/or be refused permission to live in College in subsequent years or during vacations.

## **8. VACATION RESIDENCE**

Student members should not assume that accommodation is available in the vacations. Student members are asked to plan well ahead for the beginning and end of each term. If transport home at the end of a term is dependent on a parent collecting belongings by car at a weekend, it should be arranged for parents to collect larger items over the weekend prior to the end of a term. The student member should then leave College on the final day of their period of residence with their portable, personal belongings. Those who have an academic need to reside in College or flats or houses owned or managed by the College, for any part of the vacation outside the time limits of their residential agreement must request permission to do so, even when they have examinations. Applications must be submitted to the Accommodation Officer. Permission will only be given for academic reasons. Rooms must be vacated, and the key returned to the Lodge, by 10.00 a.m.

on the last day for which permission to reside has been granted. Vacation residence is only granted to student members who have no outstanding battels, and it may necessitate a change of room. Significantly higher room charges are imposed for unauthorised vacation residence, and a charge will be made for moving possessions. (Regulation R3)

The College carries out major repair and maintenance work during the periods of College closure (Christmas and the New Year and Easter). During these periods it is possible that there may be disruption to services and even the cessation of certain services (e.g. water, electricity). Every effort will be made to give advance warning of disruptions. Graduate student members in particular who wish to remain in College during closure periods should be aware of this.

## **9. LIVING OUT**

The University Accommodation Office publishes guidance about arranging private accommodation for those not living in College accommodation and maintains a private housing list at

<http://www.admin.ox.ac.uk/accommodation/>

The University requires undergraduate student members to live, during term, within six miles of Carfax, and graduate student members within twenty-five miles of Carfax. Permission to exceed this limit is granted only in exceptional circumstances. No student member should enter into an arrangement which contravenes the University's requirements on residence without first obtaining the permission of the Senior Tutor and/or Academic Registrar, or in the case of graduate student members completing a Dispensation from Residence form obtainable from the University Graduate Studies Office. (Regulation R4)

## **10. LIBRARY**

The College Librarian is Professor Gervase Rosser (Fellow and Tutor in History of Art). The Assistant Librarians are Barbara Costa and Ludmila Gromova.

The Governing Body, on the recommendation of the Librarian, makes regulations on the use of the Library (Statute I.3). These regulations, and the Library opening hours, are posted in the Library. Student members are required to comply with the Library Regulations. (Regulation G1) Breach of the Library regulations will be treated seriously. The Library regulations are usually enforced by the Librarian, but any breach of the regulations may also be subject to disciplinary action by the Dean. Smoking, eating or drinking is not permitted in any part of the Library. Silence must be observed and if necessary will be enforced by the Invigilator. Fines are charged for all overdue library books, and any unpaid fines are added to battels at the end of each term.

The abuse or illegal removal of books will be treated as an extremely serious matter in itself and failure to act responsibly in relation to the Library may result in formal action being taken under By-law XI.

## **11. COMPUTER ROOMS AND INFORMATION TECHNOLOGY FACILITIES (Regulation G2)**

The College has an Information Technology Manager (Jamie Keats) and an Information Technology Assistant (Jon Panagiotidis). They will assist undergraduate and graduate student members in the use of computer facilities and connections with the University/College network.

The Governing Body, on recommendation of the Chairman of the Computing Committee and the Computing Committee, has the power to make regulations on the use of computing facilities and connection to the University/College network (Statute I.3).

Student members are required to use the facilities and network connection only in ways that comply with the University and J.A.N.E.T. (the co-ordinating body for computer facilities within UK higher education) rules for computer use (see <http://www.it.ox.ac.uk/rules>) and with the College computer regulations. (Regulation G2) The following computer regulations apply:

11.1 Computers are available for academic use to authorised members of the College in the computer rooms in the Library, on Staircase 18, and in the JCR.

11.2 Only authorised staff may install, delete or change files of any kind on the College computer facilities, except that authorised users may add, delete or change their own data files.

11.3 The College computer facilities may not be used in a way which:

- 11.3.1 involves unauthorised access to any services of any kind;
- 11.3.2 corrupts or destroys other users' data;
- 11.3.3 violates the privacy of others, except by authorised staff and for the purpose of ensuring that these rules are observed;
- 11.3.4 disrupts the work of, or deliberately denies service to, other users.

11.4 College computer facilities may not be used for the creation or transmission of material which:

- 11.4.1 is defamatory, offensive, obscene or capable of being resolved into such material;
- 11.4.2 is designed or likely to cause annoyance, inconvenience or needless anxiety;
- 11.4.3 infringes legal rights;
- 11.4.4 consists of unsolicited commercial or advertising material;
- 11.4.5 involves the use of peer-to-peer file-sharing technologies such as Kazaa, BitTorrent, and so forth.

11.5 No food or drink may be taken into the computer rooms in the Library, on Staircase 18, and in the JCR.

11.6 Nothing in the College computer facilities may be disconnected or removed (except by authorised staff) or intentionally damaged.

11.7 Students wishing to connect privately owned computers to the University/College network must first register their machine with the College Information Technology Manager. Instructions on how to do this can be found on the College I.T. website at

<http://catz-av.stcatz.ox.ac.uk>. Use of the University/College network is subject to the J.A.N.E.T. rules mentioned above.

11.8 Students wishing to connect a privately-owned network gateway device, for example a wireless access point, to the University/College network must first register it with the College Information Technology Manager. The gateway device must be configured to allow access only to the student member who has registered it and must not offer any services to any other user of the network – for example DHCP, DNS, or RAS.

11.9 All privately-owned computers connected to the network must have virus protection that is kept up-to-date. Failure to do so will be deemed as contributory negligence should any investigation be made and may result in disciplinary action.

11.10 All privately-owned computers connected to the network must have all available operating system security patches installed. Failure to do so will be deemed as contributory negligence should any investigation be made and may result in disciplinary action.

11.11 The Dean and/or the Chairman of the Computing Committee reserves the right to (1) authorise entry into any room in College or College-owned or managed property to carry out investigations into suspected breaches of College or University computing, or other, regulations and (2) temporarily remove equipment, after having given a receipt, to assist in investigations. Connection of a privately-owned computer to the University/College network is deemed to be acceptance of this provision. Where appropriate for the maintenance of discipline, any transgression may be referred to the Proctors or to the Police. An administration charge of not less than £50 or community service may be imposed at the discretion of the Dean with respect to breaches of College and/or University computer regulations.

11.12 The College reserves the right to monitor and log any and all network traffic when necessary in order to ensure compliance with College and University regulations. Monitoring and logging of any and all network traffic to a level sufficient to ensure the operational integrity of College systems will take place as a matter of course. Connection of a privately-owned computer to the University/College network is deemed to be acceptance of these provisions.

## **12. COLLEGE GYMNASIUM**

The College has a well-equipped gymnasium with two squash courts, free-weights, resistance machines, ergometers, treadmills and stationary bicycles. Student members who wish to use the gymnasium are required to book through <http://www.upaychilli.com> and complete a one-hour induction course, at a cost of £3, no matter how experienced an athlete they may be. Student members using the gymnasium must carry their University Cards in order that their attendance of a gym induction can be verified if necessary. (Regulation G3.1) If you intend to participate in any College sports, particularly rowing, it is advisable that you take an induction course at the beginning of your time in Oxford. The following gymnasium and squash court usage regulations apply:

12.1 The squash courts may be used for squash and table-tennis only. No other activity is permitted without the prior permission of the Dean or other appropriately authorised member of staff.

12.2 Appropriate clothing must be worn in the squash courts and gym at all times. Sandals and flip flops, for example, are not appropriate footwear. All footwear used in the squash courts must have non-marking soles.

12.3 As a courtesy to other users of the weights room, and to help ensure a safe training environment, all weights must be returned to their proper racks after use.

12.4 All users of the gym must bring a towel or other absorbent material to wipe-down equipment after each use.

12.5 The Dean or other appropriately authorised member of staff reserves the right to require users of the gym and squash courts to leave if it is the opinion of that member of staff that users of the gym are acting in an irresponsible or disruptive manner or are in breach of any of the above regulations. (Regulation G3.2)

### **13. NOISE IN COLLEGE (Regulation G4)**

The College is a large community of individuals with differing working schedules. It is important that every member is conscious of the rights of others to periods of quiet in which to work or sleep. It is especially important that all student members avoid disturbing their neighbours, particularly in Trinity Term when most examinations take place. Student members are required to comply with regulations concerning noise. (Regulation G4.1) The following noise regulations apply:

Student members wishing to play musical instruments are required to use the Music House, which may be reserved, using the online booking system at <https://mrbs.stcatz.ox.ac.uk>.

Student members may play radios, record-players, tape recorders, CD players, televisions, video recorders, etc. quietly in College rooms during music hours (see Section 23) and always with consideration for their neighbours.

All Fellows, the Junior Deans and Lodge Porters are empowered to deal with noise complaints by instructing students to switch off the offending machine immediately. Refusal to obey this instruction will lead to disciplinary action by the Dean.

No noise, whether music or other kinds, is allowed, irrespective of time or place, which causes disturbance to others. Breach of this regulation will be treated seriously and may attract a considerable fine and/or other punishment. Student members who repeatedly offend against it may be required to vacate their rooms and/or be refused permission to live in College in subsequent years or during vacations. Alternatively, they may be required to take their music system, musical instrument or television away from College.

The Junior Common Room has been designated as an area open over-night for the use of student members during term-time and on nights other than when there is an Entz or other function in the JCR. Its primary purpose is to allow student members to meet and converse away from staircases at times when other student members are likely to be disturbed by the sound of conversations. A code of conduct for the use of this area, which has the force of Regulations, has been agreed with the Junior Common Room. (Regulation G4.2) The most important provisions of this code are that no alcohol can be brought into or consumed in this area, that the area be kept clean and tidy,

and that those going to or from the area at night time respect the right to quiet of others in the College.

## 14. MEALS

Breakfast, lunch and dinner are taken in Hall. Student members may invite guests to meals during Term and, by prior arrangement with the Hall Manager, during Vacations. Vegetarian options are offered at all meals in Hall. Students with other dietary requirements should discuss them with the Hall Manager (Email: [efi.barda@stcatz.ox.ac.uk](mailto:efi.barda@stcatz.ox.ac.uk)).

Meal times are as follows:

Breakfast (Mon to Sat)	-	8.15 a.m. to 8.45 a.m.
Lunch (Mon to Fri)	-	12.45 p.m. to 1.30 p.m.
Lunch (Sat and Sun)	-	12.45 p.m. to 1.15 p.m.
‘Scaf’ (Mon to Fri)	-	6.00 p.m. to 6.45 p.m. (Canteen food service) (Weeks 1 to 8)
Dinner (Mon to Fri)	-	7.00 p.m.
Dinner (Sat)	-	6.30 p.m. to 7.00 p.m.

(Information about out-of-term dinner times is circulated by email).

In order to keep food waste to the minimum, the College operates a meal booking system for dinner sponsored by the JCR and supported by the MCR. JCR members are required to book by 1.00 p.m. on the day on which they intend to dine. A reserve of thirty places is held for those who have not planned to dine. MCR members do not need to book. Booking is done through <http://www.upaychilli.com>.

Student members are required to comply with regulations concerning the use of staircase pantries. (Regulation G5) The following pantry use rules apply:

Staircase pantries are equipped for the preparation of only snacks and light meals. Doors to pantries must be kept closed during food preparation to prevent smoke setting off fire alarms (sensors in kitchens are heat rather than smoke sensors). Those preparing food must remain in the kitchen whilst the food is being prepared, to ensure the safety of those living in the staircase.

Student members are responsible for washing their own cooking pans, plates and utensils; moreover, staircase pantries should be kept clean and tidy to avoid infringing food hygiene regulations. Failure to keep staircase pantries clean and tidy may lead first to a charge and, ultimately, to the withdrawal of the facility. This is because the College has a legal liability to ensure that the health of its members is not jeopardised and that high standards of hygiene are maintained. By the end of Trinity Term (10.00 a.m. on Thursday of ninth week), all cooking equipment and unused food must be removed from the pantries. After this day, no responsibility will be accepted for items removed by the Housekeeping staff. Occupants who have been granted Vacation Residence after 10.00 a.m. on Thursday of ninth week in Trinity Term must ensure that their Scout is aware of which items of food/cooking equipment belong to them.

Student members must not keep out-of-date food in either store cupboards or refrigerators, in view of personal and college liabilities for penalties under health and safety legislation. College equipment (e.g., skiffs, cutlery and crockery) must not be removed from the Hall or Bar areas.

In order to ensure free access and exit in the event of a fire, staircases, entrances and other circulation areas must not be used to store any items.

## **15. UPAY ELECTRONIC POINT OF SALE (EPOS) SYSTEM**

Every student will be issued with a University Card. This card is associated with an individual computerised account which is accessed and credited on-line with money to purchase meals, drinks, photocopying and printing in College. Battels bills can also be paid using your personal account. The card will also operate door security systems. You must report cases of lost or stolen cards to the Lodge immediately on discovering loss or theft so that the card can be cancelled and replaced. Unspent UPay balances at 31 October in the year in which a student member leaves the College are transferred to the St Catherine's Fund. This fund is used to meet the costs of equipment purchases and projects voted for by the Junior and Middle Common Rooms.

## **16. MEETINGS AND PARTIES (Regulation G6)**

A College Society or Club may hold a meeting in one of the public rooms of the College provided that permission has been obtained from the Accommodation Office, at least seven working days before the event, using a form obtainable from the Office. Certain rooms or types of party may require the presence of a Fellow before permission is given.

Under current United Kingdom legislation, student members organising a meeting which is in any way likely to attract a hostile audience or demonstration against it are required to report this to the Dean at least seven working days before the meeting is due to take place. (Regulation G6.1) Procedures must be discussed with the Dean and the Home Bursar to ensure that freedom of speech is secure. The attention of organisers of all meetings is drawn to the College's Code of Practice on Freedom of Speech, a copy of which is kept in the Library, and which may be consulted on the College website.

Student members who wish to give a party or other entertainment, or hold a meeting in College in any room, at which more than eight persons are to be present, are required:

- a) To confirm that a suitable room is available by liaison with the Accommodation Office;
- b) To seek approval from the Dean at least a week before the event;
- c) To agree that the party or event will end by midnight, so as to limit the disturbance caused to other members of the College;
- d) To agree adequate arrangements, before the event, for cleaning up;
- e) To pay a deposit against damage in advance in the Accommodation Office. (Regulation G6.2)

Student members are required to seek the specific permission of the Dean before bringing into the College or using any barbecue equipment which is not the property of the College or MCR. (Regulation G6.3)

## **17. BATTELS**

Students are personally responsible for the payment of tuition fees, charges for rooms and other services. Fees and charges are reviewed annually in Trinity Term and come into force on 1 August.

Students are billed (via 'battels' the Oxford term for an invoice for fees and charges) annually at the beginning of Michaelmas Term for tuition fees, termly at the beginning of each term for residence charges, and termly at the end of each term for vacation residence and other charges. Payment is due by 3.15 p.m. on the Friday of first week and 3.15 p.m. on the Thursday of eighth week respectively. Failure to pay on time, without having made alternative arrangements for payment with the College Accountant, will result in the automatic application of a compound interest surcharge of 2% of the sum outstanding on the Saturday after the payment date and monthly thereafter. (Regulation G7.1)

Failure by a student to pay his or her battels when they fall due will constitute a breach of Regulations under By-Law XI. (Regulation G7.2)

A student member of the College who has not paid his or her battels with the College, or has otherwise failed to discharge his or her duties to the College, shall be presented for a degree only with the prior permission of a Committee consisting of the Master, the Finance Bursar, the Librarian and the Dean of Degrees. (Regulation G7.3)

Vacation Residence will not be permitted unless all battels are paid on time. (Regulation G7.4)

Student members whose battels for the previous term have not been paid may be refused accommodation (see Residential Agreement, Section 7.2).

If for any reason payment is likely to be delayed, then the College Accountant should be contacted in the first instance. Students facing financial difficulties should arrange to see the College Accountant as soon as they become aware of their difficulties. They are able to offer advice and, in some cases, financial assistance in various forms. The most important point is to arrange an interview sooner rather than later.

## **18. SECURITY**

Student members are required to report anyone or anything suspicious to the Lodge (Tel: 01865 271700) immediately and ensure that they read the Security notice located in every room. (Regulation G8.1)

The property of student members resident in College is covered by insurance arranged with Endsleigh insurance, the details of which are provided to student members. You are advised to keep valuable items out of sight, preferably in a secure location. Most insurance policies covering theft only operate where there has been "forced and violent entry": therefore, when rooms are not being used, it is important to ensure that the door and windows are locked. When

the room is occupied, it is safer to leave the key in the lock (to enable you to effect a rapid exit in the event of fire).

Student members are required to report the loss of keys and/or University Cards to the Lodge immediately. (Regulation G8.2)

## **19. SAFETY (Regulation G9)**

The College Safety Officer is the Home Bursar and there is a College Safety Committee which is chaired by the Home Bursar. The other Committee members include one of the MCR Co-Presidents and the JCR Domestic Liaison Officer.

Student members are required to familiarise themselves with, and comply with, the safety notices posted on the door of each room and on the notice board of all staircases. These notices have the force of College regulations. (Regulation G9.1)

Student members must not set off fire extinguishers without adequate reason or tamper with fire equipment or notices. (Regulation G9.2) To do so endangers their lives and those of other members. Severe punishments will be levied for any breaches of Regulations of this type. Additionally, it should be noted that any tampering with fire equipment (including sensors and alarms) and/or notices is a criminal offence.

Student members present in any part of the College where a fire alarm is sounded, whether as a practice or otherwise, are required to vacate the building and proceed to the Assembly Point. (Regulation G9.3) Practice drills are conducted on staircases in Michaelmas and Hilary Term.

Student members are required to report any accident, especially one involving personal injury, immediately to the Lodge. (Regulation G9.4) This will allow access to First Aid facilities or onward report to medical services and entry of the incident details in the Accident Book. The Lodge staff have instructions concerning emergency procedures. A complete list of those qualified to give First Aid is displayed in the Lodge and on each staircase.

College regulations require that any electrical appliances brought into College or College houses and flats should be declared and be made available for spot checking for safety by a qualified electrician. Student members are required to complete an electrical equipment registration form at the beginning of the academic year and report to the Buildings and Facilities Manager additional items of electrical equipment brought into College thereafter. All such equipment may be spot tested. Any appliances found to be unsafe during spot checks will be removed as contravening this regulation. No more than 1 x 4 gang extension lead may be used in each room. (Regulation G9.5)

Student members must not prop open any doors to or in staircases, or to pantries on staircases, or the doors to the Library or the computer rooms. (Regulation G9.6) The reason for this is to ensure that adequate fire stops are in place in the event of fire.

Student members are required to comply with safety rules relating to punting displayed on the Punt House. (Regulation G9.7)

As a precaution against injury it is strongly recommended that student members wear appropriate footwear at all times outside of study bedrooms.

## **20. MOTOR VEHICLES AND BICYCLES**

Student members must not bring a motor vehicle to the College. (Regulation G10.1) An exception is made for short periods for the delivery and collection of belongings at the beginning and end of terms. Further exceptions will only be made in the case of those who are registered disabled car users.

Student members parking a motor vehicle on College property without authorisation will be charged £15 per day or part day. The College accepts no responsibility for damage to or losses from vehicles parked on College land, whatever the cause.

There is a Cycle Store, and other cycle storage points are situated around the College. Any student keeping a bicycle on College property is required to register it under the University Cycle Registration Scheme (Tel: 01865 272944 for details or contact the Lodge). Student members must not push bicycles through Staircase 14 into the main Quad or park them in places other than cycle storage points or the Cycle Store. They must not be parked on the footpath alongside the entrance to the SCR and JCR, or against the walls of Staircases 17 to 26, and may only be ridden on the access roads in College. They are on no account to be taken into student members' rooms or onto staircases. Bicycles considered an obstacle may be locked or removed by College staff. They will be unlocked or returned (during the hours 8.30 a.m. to 3.00 p.m. Monday to Friday only – Bank Holidays excluded) on payment of a charge of £5.00 via UPay to the Lodge. At the end of Trinity Term, the College will be inspected for unlabelled and apparently abandoned bicycles, which will then be removed; the College disclaims any responsibility for bicycles so removed. (Regulation G10.2)

## **21. MEDICAL AND PERSONAL**

### ***21.1 Panel of College Advisors***

Student members often feel that they want to talk to someone other than their tutors or the College Officers, the Dean included. They are encouraged therefore to approach one of the members of the Panel of Advisors for a personal and fully confidential discussion.

Currently, the College Advisors are: Professor Richard Todd, Professor Gaia Scerif and the Junior Deans. The Advisors may be approached directly at any time and their contact numbers are available in the Lodge.

### ***21.2 College Doctors and Nurse***

Student members are required to register with a doctor in Oxford on coming into residence (Regulation G11.1), although you may attend your home doctor as a temporary resident during the vacation. It is in student members' interest to do this, in case of medical problems that might affect examinations which require certification from a College Doctor. The College Doctors are Dr Naomi Drury and Dr MaryKate Kirkaldy, their surgery is at 9 King Edward Street, Oxford, OX1 4JA (Tel: 01865 242657). Registration with the College Doctor is done by completing and returning a GMS1 Family Doctor Services Registration form. Student members who wish to register with a doctor other than the College Doctor are required to notify the College Nurse, by

the end of first week of Michaelmas Term, of the name of the doctor and of any changes made thereafter. (Regulation G11.2)

The College Nurse conducts a clinic in College in term-time from Monday to Friday on Staircase 1. Surgery times are posted in the Lodge.

Student members are required to provide a medical report and/or present themselves for medical examination when either is deemed necessary by the College. (Regulation G11.3)

### **21.3 Dentist**

Dental provision for the University of Oxford is undertaken by Studental, Studental (Tel: 01865 689997). A full range of NHS treatments is available at Studental (with the exception of Orthodontics), and student members are charged NHS rates. Further details are available from the College Nurse's surgery.

In addition, emergency out-of-hours dental treatment is available at the East Oxford Dental Clinic, Manzil Way, Cowley, Oxfordshire, OX4 1XD by telephoning 111 for urgent dental advice or treatment during the following times:

Monday-Thursday	6.30 p.m.-9.30 p.m.
Friday	6.30 p.m.-10.00 p.m.
Saturday-Sunday	9.00 a.m.-1.00 p.m. 2.00 p.m.-6.00 p.m.
Bank Holidays & Bank Holiday Weekends	9.00 a.m. 5.00 p.m. 6.00 p.m.-9.00 p.m.

## **22. CODE OF PRACTICE ON HARASSMENT INCLUDING BULLYING**

The contents of the Code of Practice on Harassment including Bullying (see <http://www.stcatz.ox.ac.uk/harassment/harassment>) have the force of regulations with which all members and staff of the College are required to comply. (Regulation G12) The harassment advisors at St Catherine's are Professor Richard Todd and Professor Gaia Scerif.

## **23. HOURS OF OPENING AND VISITORS**

### College

The College is to be regarded as closed after midnight. Visitors are admitted only between the hours of 8.00 a.m. and midnight; members of College are deemed to be responsible for the behaviour of their visitors or guests. All visitors or guests not accompanied by a member of College should report in the first instance to the Porters' Lodge. The College reserves the right in its sole discretion to refuse admission to non-members, and will in any event do so unless satisfied that the non-member has been invited to the College by a member.

JCR Bar Monday to Saturday 6.30 p.m.-11.30 p.m.  
(alcohol to be consumed by 11.45 p.m.)

Music House

Michaelmas & Hilary Term: Daily 9.00 a.m.-11.30 p.m.

Trinity Term: Daily 9.00 a.m.-10.30 p.m.

Music Hours Music may be played **quietly** between these times:

In Term: Monday to Saturday 1.00 p.m.-2.00 p.m.  
7.00 p.m.-11.00 p.m.  
Sunday 10.00 a.m.-11.00 p.m.  
In Vacation: Daily 7.30 p.m.-11.00 p.m.  
(see also Section 13)

## APPENDIX - SUMMARY OF REGULATIONS

- A1 Undergraduate student members are required to attend tutorials, classes and collections and, if necessary, meetings of College Committees.
- A2 Undergraduate student members, if prevented by illness or other urgent causes from attending a tutorial, class or collection, are required to inform their tutor as soon as possible (preferably in advance). Where it is not possible to contact a tutor, the Academic Office (email: [college.office@stcatz.ox.ac.uk](mailto:college.office@stcatz.ox.ac.uk)) should be contacted.
- A3 All members of the College are required to respect the work patterns of others. In particular, this means that no disturbance is to be caused by general noise or music or rowdy behaviour to the detriment of the academic atmosphere of the College. In particular, silence must be observed in the Library.
- A4 Undergraduate student members, unless informed otherwise by their tutors, are required to sit Collections on the Friday and/or Saturday of the week before term.
- A5 Student members are required to submit examination entry forms for University examinations. The College will assist, but ensuring that an examination entry form is submitted by the stipulated date is the responsibility of individual student members.
- A6 A student member who fails to pass the First Public Examination may be subject to formal action under By-Law XI.
- A7 Student members who are concerned that personal difficulties or illness may have affected their work, their revision or their performance in an examination, are required to contact the Senior Tutor and/or the Academic Registrar for advice as soon as possible.
- A8 Student members whose examination scripts are returned by the Chairman of Examiners because they are illegible are required to dictate their content to a typist under invigilation and pay a fee per three-hour paper.
- A9 Undergraduate students are expected to maintain a good standard of academic work throughout their time at St Catherine's.
- A10 Undergraduate student members who fail to maintain an adequate standard of work may face the operation of procedures which may result in their being sent down.
- A11 No student member shall present as his or her own work any part or the substance of any part of another person's work.
- A12 Undergraduates are required to obtain permission from their Director of Studies before standing for the main positions on the JCR Committee and Ball Committee (i.e. JCR President, JCR Vice-President & Domestic Liaison Officer, JCR Secretary, JCR Treasurer, JCR Female Welfare Rep, JCR Male Welfare Rep, Ball President, Ball Vice-President and Ball Treasurer).
- A13 First-year undergraduate student members are required to live in College. All other student members may live out of College, but undergraduate student members are

required to live within six miles of Carfax, and graduate student members are required to live within twenty-five miles of Carfax.

- A14 First-year undergraduate student members are required to arrive in College between noon and 3.00 p.m. on the Tuesday of noughth week of Michaelmas Term. Thereafter, all student members are required to return to Oxford by noon on the last Thursday on the last Thursday of each vacation and remain in Oxford until the last Saturday of each term.
- A15 Student members are required to agree beforehand with their Director of Studies or the Dean any overnight absence from College during term-time. Similarly, a student member who leaves Oxford for reasons of illness, family crisis, or for any other urgent unavoidable cause is required to inform their Director of Studies or Dean before doing so.
- A16 Student members are required to collect mail regularly from pigeonholes in the Lodge (ideally once every 24 hours). Those living out must ensure that this is done, and failure to do so will not be regarded as a sufficient reason for missing an appointment with a College Officer (e.g. Senior Tutor, Dean or Academic Registrar) or with their tutors.
- A17 Student members are required to obtain a @stcatz.ox.ac.uk email address from IT Services by the Friday of second week of Michaelmas Term. Student members must check their College email address at least once every 24 hours.
- A18 Student members are required to leave a forwarding address and a telephone number and/or email address at the Lodge for the whole period of the ensuing vacation before going down at the end of each term. A form is provided for this purpose.
- A19 Student members keeping residence who are living out of College, or College-owned or managed property, are required to inform the Academic Office (email: [college.office@stcatz.ox.ac.uk](mailto:college.office@stcatz.ox.ac.uk)) of where they are living by the Friday of first week of Michaelmas Term, and of any later change of address, and of the telephone number of the address where they are living and any mobile phone number.
- A20 Graduate student members who have fulfilled the residence requirements of their course are required to inform the Academic Office (email: [college.office@stcatz.ox.ac.uk](mailto:college.office@stcatz.ox.ac.uk)) of their correspondence address and telephone number, and must make arrangements with the College Lodge for their post to be forwarded (the University uses the College as a correspondence address for all graduate students).
- A21 Student members are required to inform the Academic Office (email: [college.office@stcatz.ox.ac.uk](mailto:college.office@stcatz.ox.ac.uk)) of any change to the address which they gave as their permanent address on applying for admission.
- A22 Student members are required to reach an agreement with their subject tutors and the Senior Tutor and/or the Academic Registrar before a temporary withdrawal may take place.
- A23 If a student member is out of residence for any reason, or is suspended for disciplinary reasons, the student member will not be allowed to use any of the facilities, including College accommodation. Such student members may not come into College for any reason, except with the express permission of their subject tutors, the Senior Tutor, the

Academic Registrar, or the Dean. They will not be entitled to any formal tuition during their period of absence, and any post held in College (employment, committee memberships, etc.) will automatically terminate. These terms also apply to student members living in privately-owned or -rented accommodation at the time of going out of residence.

- A24 Undergraduate student members are required, prior to taking up paid employment in term-time, to obtain the written permission of their subject tutor. The number of hours worked must not exceed seven and a half in any week. Permission to work in College may be immediately withdrawn if either the Director of Studies (on academic grounds), the Dean (on disciplinary or welfare grounds), or the Home Bursar (on unsatisfactory work performance grounds) make such a decision. Only in exceptional circumstances is permission to work in Michaelmas Term granted to Freshers.
- A25 Undergraduate student members are required to discuss the taking of paid employment during a vacation with their subject tutor prior to leaving Oxford for the vacation.
- A26 Graduate student members must observe the University's paid work guidelines for graduate students (see <http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork/>).
- R1 Student members in residence in the College, or a flat or house owned by the College are required to enter into a Residential Agreement with the College at the time of taking up residence.
- R2 Under the terms of the Health Act 2006 the interior of all parts of St Catherine's College are smoke free areas. This means that smoking is not allowed in all bedrooms and common areas. Smoking by students in the grounds of the College is restricted to the JCR garden, the rear of the Bernard Sunley Building besides the Amphitheatre and the area beside Staircase 23. Student members are required to dispose of cigarette ends safely. Cigarettes must not be discarded in the Quad or in public areas.
- R3 Student members should not assume that accommodation is available in the vacations. Student members are asked to plan well ahead for the beginning and end of each term. If transport home at the end of a term is dependent on a parent collecting belongings by car at a weekend, it should be arranged for parents to collect larger items over the weekend prior to the end of a term. The student member should then leave College on the final day of their period of residence with their portable, personal belongings. Those who have an academic need to reside in College or flats or houses owned or managed by the College, for any part of the vacation must request permission to do so, even when they have examinations. Applications must be submitted to the Conference and Accommodation Officer. Permission will only be given for academic reasons. Rooms must be vacated, and the key returned to the Lodge, by 10.00 a.m. on the last day for which permission to reside has been granted. Vacation residence is only granted to student members who have no outstanding battels, and it may necessitate a change of room. Significantly higher room charges are imposed for unauthorised vacation residence, and a charge will be made for moving possessions.
- R4 No student member should enter into an arrangement which contravenes the University's requirements on residence without first obtaining the permission of the Senior Tutor and/or Academic Registrar, or in the case of graduate student members completing a

Dispensation from Residence form obtainable from the University Graduate Studies Office.

- G1 Student members are required to comply with the Library Regulations.
- G2 Student members are required to use the facilities and network connection only in ways that comply with the University and J.A.N.E.T. (the co-ordinating body for computer facilities within UK higher education) rules for computer use (see <http://www.it.ox.ac.uk/rules>) and with the College computer regulations.
- G3.1 Student members who wish to use the gymnasium are required to book through <http://www.upaychilli.com> and complete a one-hour induction course, at a cost of £3, no matter how experienced an athlete they may be. Student members using the gymnasium must carry their University Cards in order that their attendance of a gym induction can be verified if necessary.
- G3.2 The following gymnasium and squash court usage regulations apply:
1. The squash courts may be used for squash and table-tennis only. No other activity is permitted without the prior permission of the Dean or other appropriately authorised member of staff.
  2. Appropriate clothing must be worn in the squash courts and gym at all times. Sandals and flip flops, for example, are not appropriate footwear. All footwear used in the squash courts must have non-marking soles.
  3. As a courtesy to other users of the weights room, and to help ensure a safe training environment, all weights must be returned to their proper racks after use.
  4. All users of the gym must bring a towel or other absorbent material to wipe-down equipment after each use.
  5. The Dean or other appropriately authorised member of staff reserves the right to require users of the gym and squash courts to leave if it is the opinion of that member of staff that users of the gym are acting in an irresponsible or disruptive manner or are in breach of any of the above regulations.
- G4.1 Student members are required to comply with regulations concerning noise.
- G4.2 Student members are required to comply with the code of conduct in force in connection with the use of the JCR lounge.
- G5 Student members are required to comply with regulations concerning the use of staircase pantries.
- G6.1 Student members organising a meeting which is in any way likely to attract a hostile audience or demonstration against it are required to report this to the Dean at least seven working days before the meeting is due to take place.
- G6.2 Student members who wish to give a party or other entertainment, or hold a meeting in College in any room, at which more than eight persons are to be present, are required:
- a) To confirm that a suitable room is available by liaison with the Accommodation Office;
  - b) To seek approval from the Dean at least seven working days before the event;

- c) To agree that the party or event will end by midnight, so as to limit the disturbance caused to other members of the College;
  - d) To agree adequate arrangements, before the event, for cleaning up;
  - e) To pay a deposit against damage in advance in the Accommodation Office.
- G6.3 Student members are required to seek the specific permission of the Dean before bringing into the College or using any barbecue equipment which is not the property of the College or MCR.
- G7.1 Students are billed (via 'battels' the Oxford term for an invoice for fees and charges) annually at the beginning of Michaelmas Term for tuition fees, termly at the beginning of each term for residence charges, and termly at the end of each term for vacation residence and other charges. Payment is due by 3.15 p.m. on the Friday of first week and 3.15 p.m. on the Thursday of eighth week respectively. Failure to pay on time, without having made alternative arrangements for payment with the College Accountant, will result in the automatic application of a compound interest surcharge of 2% of the sum outstanding on the Saturday after the payment date and monthly thereafter.
- G7.2 Failure by a student to pay his or her battels when they fall due will constitute a breach of Regulations under By-Law XI.
- G7.3 A student member of the College who has not paid his or her account with the College, or has otherwise failed to discharge his or her duties to the College, shall be presented for a degree only with the prior permission of a Committee consisting of the Master, the Finance Bursar, the Librarian and the Dean of Degrees.
- G7.4 Vacation Residence will not be permitted unless all battels are paid on time.
- G8.1 Student members are required to report anyone or anything suspicious to the Lodge (Tel: 01865 271700) immediately and ensure that they read the Security notice located in every room.
- G8.2 Student members are required to report the loss of keys and/or University Cards to the Lodge immediately.
- G9.1 Student members are required to familiarise themselves with, and comply with, the safety notices posted on the door of each room and on the notice board of all staircases. These notices have the force of College regulations.
- G9.2 Student members must not set off fire extinguishers without adequate reason or tamper with fire equipment or notices.
- G9.3 Student members present in any part of the College where a fire alarm is sounded, whether as a practice or otherwise, are required to vacate the building and proceed to the Assembly Point.
- G9.4 Student members are required to report any accident, especially one involving personal injury, immediately to the Lodge.

- G9.5 Student members are required to complete an electrical equipment registration form at the beginning of the academic year and report to the Buildings and Facilities Manager additional items of electrical equipment brought into College thereafter. All such equipment may be spot tested. Any appliances found to be unsafe during spot checks will be removed as contravening this regulation. No more than 1 x 4 gang extension lead may be used in each room.
- G9.6 Student members must not prop open any doors to or in staircases, or to pantries on staircases, or the doors to the Library or the computer rooms.
- G9.7 Student members are required to comply with safety rules relating to punting displayed on the Punt House.
- G10.1 Student members must not bring a motor vehicle to the College.
- G10.2 There is a Cycle Store, and other cycle storage points are situated around the College. Any student keeping a bicycle on College property is required to register it under the University Cycle Registration Scheme (Tel: 01865 272944 for details or contact the Lodge). Student members must not push bicycles through Staircase 14 into the main Quad or park them in places other than cycle storage points or the Cycle Store. They must not be parked on the footpath alongside the entrance to the SCR and JCR, or against the walls of Staircases 17 to 26, and may only be ridden on the access roads in College. They are on no account to be taken into student members' rooms or onto staircases. Bicycles considered an obstacle may be locked or removed by College staff. They will be unlocked or returned (during the hours 8.30 a.m. to 3.00 p.m. Monday to Friday only – Bank Holidays excluded) on payment of a charge of £5.00 via UPay to the Lodge. At the end of Trinity Term, the College will be inspected for unlabelled and apparently abandoned bicycles, which will then be removed; the College disclaims any responsibility for bicycles so removed.
- G11.1 Student members are required to register with a doctor in Oxford on coming into residence.
- G11.2 Student members who wish to register with a doctor other than the College Doctor are required to notify the College Nurse, by the end of first week of Michaelmas Term, of the name of the doctor and of any changes made thereafter.
- G11.3 Student members are required to provide a medical report and/or present themselves for medical examination when either is deemed necessary by the College.
- G12 The contents of the Code of Practice on Harassment including Bullying (see <http://www.stcatz.ox.ac.uk/harassment/harassment>) have the force of regulations with which all members and staff of the College are required to comply.
- G13 Student members are required to consider the following forbidden.
- 1 bringing illegal drugs into College or College-owned or managed property;
  - 2 bringing any form of animal life into College or College-owned or managed property;
  - 3 bringing firearms into College or College-owned or managed property;
  - 4 using uncertified electrical appliances in rooms;

- 5 misusing fire extinguishers in College or College-owned or managed property;
- 6 candles or storing flammable liquids or other materials in study rooms or the MCR or the JCR;
- 7 climbing up the exterior of buildings or onto roofs and climbing up ladders or scaffolding installed either by the College or contractors;
- 8 walking or sitting on the grassed areas of the Quad, along the Water Garden or adjacent to Staircase 23 to 26 and the Lodge;
- 9 roller-blading, scootering and cycling in College other than on the access roads;
- 10 discarding chewing gum anywhere except in rubbish bins;
- 11 trespassing on Merton Sports Ground;
- 12 cooking on the balcony area of Staircases 17 to 19 or anywhere other than pantries, any cooking equipment other than a kettle (e.g. toasters, sandwich makers, rice cookers) is forbidden in student rooms and may be taken away;
- 13 playing any sort of game (e.g., frisbee or football) in the Quad, car park and in front of Staircases 17 to 26, and running or walking along the external sides of the Meadow and River Blocks;
- 14 bringing alcohol into areas of the College which are licensed for the sale or supply of alcohol under the Licensing Act 2003 and behaviour which might compromise the College's licences under that Act;
- 15 carrying on any profession, trade or business from College or College-owned or managed property, including using the College name for business purposes or using College or College-owned or managed property as a business address.



# ST CATHERINE'S COLLEGE OXFORD



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