

## DEANS REGULATIONS

The Dean, Dr Jim McDonnell<sup>1</sup>, exercises the Principal's jurisdiction over the maintenance of good order in College, supported by the Junior Deans, Eirini Kotsovili and Justin Moore. These responsibilities include overseeing the general well-being of all Junior Members (undergraduates and graduates alike), providing guidance and support, and helping to regulate behaviour, ensuring that the needs and interests of all members of the College are respected.

All members of College are expected to **show consideration for one another**. The Deans will impose fines for disruptions in College, particularly excessive noise, and other forms of bad behaviour, and will work with all members of college to foster a community in which everyone is treated with courtesy and respect. Violations of the rules set out below may be monitored by the Porters or by the Domestic Bursar and housekeeping staff, and, if necessary, referred to the Deans Note that these rules are not exhaustive, and may be added to, interpreted, and adapted as the Dean sees fit.

**Living in College is a privilege, not a right**, and serious and/or persistent violations of expected norms of behaviour, (which are summarized in these pages) may lead to penalties imposed by the Deans. All members of College are expected to show consideration for one another.

### Regulations

1. All students sign an undertaking to abide by the College Rules and Regulations on entering Somerville. Please note that By-Law 19 (j) requires all Junior Members to keep themselves informed by checking their pigeonholes and their College e-mail daily, and checking for notices in the Porters' Lodge, in the Front Hall, and on the College web-site [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

### Noise

2. Noise, however generated, which is a nuisance to others, may be a matter for complaint and disciplinary action. Please be especially considerate at night in public spaces, both Anyone upset by undue noise should complain first to the noisemaker, then to the Porters' Lodge, and finally to the Deans.
3. Audio and video equipment must not be played in undergraduate rooms, except through headphones, between 11.00 p.m. (midnight on Saturdays) and 8.00 a.m. They may be played *quietly* from 8.00 a.m. to 11.00 p.m., but neighbours' need to work must be respected. Audio and video equipment may be used in JCRs *quietly* at any time, although anyone disturbed by the noise may ask that they are switched off.
4. Musical instruments may not be played in your room except through headphones, or with the Principal's permission
5. The gym door must be closed when the gym is in use. Noise in the gym must not be heard beyond the room itself
6. Mobile telephones must be switched off in the Library, during meetings with the Principal, in tutorials, classes, seminars or lectures, in college committees, in chapel, in Hall, during Collections, and on any other occasion when they may disrupt the academic life, administrative work, or communal social life of the College.

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<sup>1</sup> In Hilary Term 2009, the Dean will be Professor Stephen Roberts, and from Trinity Term 2009, Professor Jennifer Welsh

### **College buildings and grounds**

7. Smoking is not permitted within College rooms or in the grounds.
8. Please respect all college property at all times. Those who cause damage will be charged to have it put right.  
Charges are also imposed for cleaning up unreasonable mess, including litter on the quad, and vomit. Where individual perpetrators cannot be identified, collective charges are imposed on the residents of corridors of buildings, or the JCR.
9. Please ensure that no activity takes place in public which is likely to offend others living, working, staying or dining in College, and in particular, guests at Guest Night Dinners.
10. Please avoid dropping litter; use the bins provided. The JCR is charged when excessive rubbish is left on the quad.
11. The college gardeners, Robert Washington and David Townsend, work hard to keep the quads and lawns attractive. Please do not walk on the grass in wet weather, always avoid stepping on verges and flowerbeds, including the corners of borders or lawns. In warm weather you may walk and sit on the lawns, except in Darbshire Quad and the Fellows' Garden, but you must ensure that this does not cause any disturbance, in particular near the Library. In Trinity Term, Chapel Lawn is reserved for the use of those taking examinations, who do not wish to talk.
12. Undergraduates may not keep animals *of any kind* in their rooms, or any common areas

### **Gatherings and Events**

13. All members of College are responsible for the behaviour of the guest they bring into College, and must accompany their guests at all times.
14. Before 11.00 p.m. gatherings in student rooms must be limited to eight persons.
15. Residents may have no more than one visitor in their rooms after 11.00 p.m. (midnight on Saturdays), and must accompany any visitor entering or leaving College between 11.00 p.m. (midnight on Saturdays) and 8.00 a.m.
16. All meetings and parties must end by 10.45 p.m. (11.45 p.m. on Saturdays)
17. Overnight guests may not stay more than two nights consecutively, and may not stay for more than two nights during a seven day period. There are no official College guest rooms, but unoccupied rooms may be available at a charge (contact the Bursary for details).
18. The Deans must be informed in advance of any gatherings of more than twelve people
19. Rooms for meetings and social events may be booked by online application to the Domestic Bursar. Details of how to do this, and a booking form, are available on the College website at [http://www.some.ox.ac.uk/students/room\\_booking/](http://www.some.ox.ac.uk/students/room_booking/).
20. Payment for room bookings (where applicable) will be arranged through the Domestic Bursar on approval of the application. Please note that if payment is not received in advance of the event, the college reserves the right to cancel the booking. Where more than twenty people are attending the event, or it involves noise and/or alcohol, the Domestic Bursar will refer the application to the Decanal Team for approval before confirmation of the booking is made.

21. Somerville members may only book rooms for events that are primarily for members of Somerville College; the person making the booking must be present at the event and is responsible for seeing that regulations are observed, the meeting ends in good time, the room is left in good order, the room is locked and the key is returned to the Lodge. Outside bodies wishing to book rooms should approach the Domestic Bursar directly, not through a Somervillian. In these cases the booking will be on a commercial basis.
22. Park or Vaughan Junior Common Rooms: are booked through the Domestic Bursar, but *in addition* you must obtain prior permission from the JCR President. (Meetings of the JCR, its committees or its formally constituted societies and groups are booked only through the JCR, but the Deans are informed of all meetings.)
23. If not in use for lectures, meetings, or other academic activities **Flora Anderson Hall** may be available between the hours of 9.00 a.m. and 6.00 p.m. for quiet activities only.
24. Applications to use the **Dining Hall** must be made to the Domestic Bursar, who will consult with the Principal, who may also consult with the Deans.
25. In certain circumstances the **Margaret Thatcher Centre** may be available for use by Junior Members. The main terms of use are that it cannot be booked any earlier than seven days in advance and therefore may not be used for events that involve entertainment or alcohol, for which licensing laws require twenty-one days' notice. A Senior Member must approve and attend the event.
26. In addition to booking through the Bursary, use of the **Chapel** also requires the approval of the Chapel Officer. On some occasions the permission of the Principal may also be required.
27. No informal barbeques may be held in College
28. Bops and Parties with music and/or dancing may only be held in public rooms in College (not in undergraduate rooms) with the permission of the Deans. *Meetings* must be of University or College societies or groups only
29. No public meetings may be held in College. At all meetings, the University Codes of Practice on Freedom of Speech must be adhered to (see Essential Information for Students: [www.admin.ox.ac.uk/councilsec/gov/fos2.shtml#events](http://www.admin.ox.ac.uk/councilsec/gov/fos2.shtml#events))
30. **Fines and charges** may be imposed by the Deans and/or Domestic Bursar for any damage to property in or near the rooms booked
31. No event involving **alcohol** may take place without the prior permission of the Catering Services Manager, who is the Designated Premises Licence Holder and handles all requests to hold events in College. Please note that twenty-one days' notice is required for events requiring the approval of local authorities
32. *JCR amplifying equipment* will be issued for undergraduate use only with the signed permission of the Deans, and may be used for no more than two events in any one term beyond the JCR's official events.
33. There are both legal and practical restrictions on serving **food**. Anyone wishing to do so must consult the Domestic Bursar and the Catering Services Manager in advance.

#### **Safety and Emergencies**

34. **Vaughan Terrace, and all roofs and parapets** of College buildings are out of bounds: going on to them is a major safety hazard.
35. In an emergency of any kind, the Porters' Lodge should be contacted in the first instance, by telephone (01865 (2)70600) or in person.

36. If you suspect the presence of intruders you should immediately report this to the Lodge, who will contact the police. Other matters that you need to report to the police should be reported also to the Dean (e.g. cases of theft).
37. You should make yourself familiar with the fire regulations posted on your staircase and in your room. You will be required to attend a fire safety lecture in College at the beginning of your first year. You **must** vacate your room when the **fire alarm** sounds, *including* for fire drills, held twice a year, unless you have been notified in advance that you do not need to evacuate. You must not re-enter the building until told to do so
38. **Fire safety equipment** must not be tampered with; violations will be reported to the Deans.
39. You should ensure that you follow the College's **Electrical equipment regulations**, a copy of which will have been sent to you with your tenancy agreement.
40. Personal electric heaters must not be brought into College. A limited number of approved heaters may be made available in periods of severe cold.
41. **Candles** and similar items (i.e. joss sticks/incense) may not be lit in rooms or common areas.
42. Do not leave items on **windowsills**; they create a hazard to anyone passing or working beneath.
43. Accidents on College premises should be reported to the Porters' Lodge, to reduce the likelihood of recurrence. The Porters will notify the first-aider on duty, if required. The College gardeners endeavour to keep paths clear of snow, ice and leaves. Please inform the Bursary of any areas that may have been missed and arrangements will be made to clear them.
44. Each JCR and MCR member may obtain a free **personal security alarm**: from the JCR Women's Officer or MCR Welfare Officer. In addition, some alarms are available for borrowing from the Lodge.
45. Your Access card allows you to pass through all doors in college to which you have right of entry. Your **late key** allows you to enter by the main gate after it is locked at dusk or 8.30 p.m. It also allows access through the Vaughan and Walton Street Gates until 11 p.m. Please ensure that doors and gates have shut after you have passed through them. **You must not let anyone else through a gate or door after you if they do not have the relevant late key or Access Card**: to do so poses a significant security risk.
46. Keys and cards are issued by the Porters' Lodge, against a deposit. **You must never lend any key or Access Card to anyone, most especially to a non-Somervillian**. Loss or theft of any card or key (front gate, room, late, gym) must be reported to the Lodge; if you don't find it/them after two days, you will be charged for replacements. You may also be fined, especially on a second occasion. Under no circumstances should keys be duplicate
47. Whenever you leave your room, even for a short period of time, **always lock it**. Be careful to close (and where applicable, lock) windows, especially on the ground floor. Be sensible about your possessions; **never** leave a purse, wallet, handbag, laptop or phone unattended in the Library, outside Hall, or in other public areas.
48. Please note that the college has a number of **CCTV cameras** located to cover entrances and outside areas only. The cameras are operated in accordance with strict guidelines.

## **Vehicles**

49. Bicycles should be left in bicycle racks; note that the racks under the Bursary which are reserved for SCR and members of staff only. Bicycles may not be ridden in College, and must not be left in the traffic entrance, under the Lodge archway, in rooms, common areas or within College buildings. Offending bicycles are liable to be removed without warning.
50. You are required to register your bicycle at the Lodge. From time to time the College will conduct a bicycle cull and unregistered bicycles will be removed
51. Motorcycles and cars may not be brought in to college on any occasion. There is no car parking space at the College house at 155 Woodstock Road.
52. The City Authorities permit luggage to be loaded and unloaded at the gates; a notice obtainable from the Lodge should be displayed in vehicles while loading or unloading

## **Publicity and Campaigning**

53. Posters may be displayed in college as long as they comply with the law (but only on designated notice-boards).
54. The pigeonholes may only be used for announcements of events, not for distribution of campaigning material. The exception is at local or national elections, when each candidate or political party may pidge one leaflet to each student; this must be carried out by a Somervillian, and at a time convenient to the Lodge.
55. Political canvassers are not permitted to operate in college; they must not knock on doors or approach college members on the premises.
56. Hustings meetings will be organized for the airing of views. For details, and guidelines on posting and 'pidging' please contact the JCR President
57. Posters should only be put on designated notice boards, not on doors, walls or buildings. You should not remove or cover any college information on general notice boards, especially health and safety information
58. You must not invite or allow any commercial activity (such as filming, selling goods or insurance, or commercial performers) to take place in College without the Dean's approval. If you are troubled by such activity, report it to the Lodge

## **College Library**

59. The Library Rules are given on the College website at [www.some.ox.ac.uk/](http://www.some.ox.ac.uk/) and the Student Portal at <http://portal.some.ox.ac.uk/sites/students/default.aspx>

## **Information Technology**

60. Computing resources must be used in accordance with the regulations set out at [www.some.ox.ac.uk/students/regulations/it\\_use\\_rules](http://www.some.ox.ac.uk/students/regulations/it_use_rules). Violations of these rules will be monitored by the IT Systems Manager in the first instance, and if necessary, referred to the Deans

## **STAGES IN THE DECANAL DISCIPLINARY PROCEDURES**

1. **Penalties:** the Decanal Team may impose penalties in proportion to the gravity of the offence and/or the frequency of its occurrence, and also to the defendant's ability to comply, as follows:
  - a) A fine, to a maximum value of one week's residence, currently fixed by the University at £111.65
  - b) Community Service (to the same value)

- c) Suspension from some College privileges, to include social and recreational facilities and premises (e.g. Bar, gym, common rooms, guest nights), but nothing which will affect the students academic work (e.g. Library, tutorials, although in some circumstances it may be necessary to exclude students from use of computing facilities) or access to welfare provision.

Offenders may **appeal** the penalty to the Dean and Principal; however, in accordance with the College Rules (By-law 19), the Principal's decision will be final.

**2. Disciplinary Panel:** the Dean may invoke a Disciplinary Panel to hear a case against a student if:

- a) The Dean wishes to recommend the imposition of penalties beyond those defined above
- b) The Dean considers misconduct to be persistent;
- c) The Dean considers an offence to be serious misconduct, such as (but not limited to): violent or threatening behaviour; sexual, racial or other forms of harassment; procuring, possessing, using or supplying illegal drugs or other substances in a manner likely to cause danger to self or others; such cases are likely to be taken up by the Police, either in addition or instead of the College; willful interference with fire prevention or other safety equipment; infringement of the University's or the College's Rules on computer use; misconduct damaging to the reputation of the College, or a student has incurred a University sentence of suspension which, in the Dean's opinion, should be matched by a similar College sanction.
- d) A student incurs a University sentence of expulsion or rustication, which merits a matching sanction by the College.

The Dean will consult the student's Tutor before invoking the Panel.

The Panel shall consist of: a Chairman, normally the Vice-Principal, unless s/he is unavailable, or has a close connection with the student likely to, or likely to be perceived to, impair in any way his/her ability to reach a judgment unaffected by matters extraneous to the case; in which case the Senior Fellow, or next most Senior Fellow available and without a close connection; a Tutorial Fellow, nominated by the Senior Fellow (or Vice-Principal, if the Senior Fellow is Chairman); and a non-Tutorial Fellow, similarly nominated. None should be a student's Tutor, or have any close connection with the student as above.

The defendant will receive prior written notice of the charge. The Dean will present the case against the student, may call witnesses as appropriate, and will recommend penalties. The student, who may be accompanied by a supporter, may make a defence, may call witnesses, and may cross-examine witnesses called by the Dean. The Panel shall deliberate in the absence of the other participants and reach a verdict.

The Panel may impose penalties in proportion to the gravity of the offence and/or the frequency of its occurrence, and also to the defendant's ability to comply, as follows:

- a) In the case of an appeal from a decanal penalty, it may confirm or reduce the penalty.
- b) A fine.
- c) Suspension from any college facilities and premises for a specified period.
- d) A recommendation to Governing Body for rustication for a specified period, or expulsion.

If the student **accepts** the verdict of the Panel and any penalties imposed by it, these shall be reported to the Principal, who will report them to Governing Body. Arrangements for fulfilling the penalty should be agreed between the defendant and the Dean, subject to the approval of the Panel, which will rule in the case of a dispute.

If the student **appeals** against a decision of the Disciplinary Panel an Appeal Committee shall be constituted. The Committee shall consist of: a Chair, normally the Principal, or the Vice-Principal or Senior Fellow acting as her delegate (as long as s/he has not chaired the Disciplinary Panel in the same case); three Fellows chosen at random, one from each of three groups of Fellows divided according to seniority; and three junior members, if the defendant wishes to include them, chosen from a group of twelve selected at random from the same common room as the defendant. The Academic Administrator shall operate these selection procedures. None of the members should have had previous contact with the case or a close connection with the student. Junior members selected may rule themselves out or be vetoed by the Chairman because of such an interest.

The defendant may be accompanied by one or two supporters. He or she will present the grounds of appeal, and may call witnesses. The Dean or the Chairman of the Panel may answer these grounds, and may call witnesses as appropriate. The Committee will deliberate in the absence of the other participants and reach a verdict by consensus, or by a vote excluding the Chair, who has a casting vote in the event of a tie. The Committee may confirm or reduce the Panel's penalty. The Chairman will report this outcome to Governing Body for, in the case of rustication or sending down, its confirmation.

A student may make a further appeal against a decision of Governing Body to send him or her down, i.e. to require him or her to withdraw, to the Appeal Tribunal of the Conference of Colleges not more than five days after being notified of the decision.

Under the Higher Education Act 2004, certain complaints which the student concerned considers have not been properly dealt with by the College and the Conference of Colleges Appeal Tribunal may be pursued with the Office of the Independent Adjudicator for Higher Education [[www.oiahc.org.uk](http://www.oiahc.org.uk)].