

PART D: DECANAL MATTERS

The College Statutes state that the Principal is responsible for the discipline of students, 'provided that no student's name shall be removed from the books of the College except by the decision of the Governing Body in a Stated Meeting and that such decision shall be final'. In practice, the Dean, assisted by Junior Deans, normally exercises the Principal's jurisdiction over the discipline of students. The Deans' Office's responsibilities include overseeing the general wellbeing of all Junior Members, providing guidance and support, helping to regulate behaviour, and ensuring that the needs and interests of all members of the College are respected. However, the Principal may suspend rights of access to all or any specified College premises and facilities as necessary (even in a non-disciplinary situation) to protect the College or any of its members, or as an interim measure pending further investigation or disciplinary proceedings. A Junior Member convicted of a criminal offence capable of attracting a sentence of imprisonment may be rusticated, sent down, or expelled by the Governing Body, after due opportunity to make written representations.

D1: Deans' Regulations

All members of College are expected to show consideration for one another. The Deans will impose penalties for disruptions in College, particularly excessive noise, damage to property, 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.

1. All students sign an undertaking to abide by the College Rules and Regulations on entering Somerville. Please note that By-Law 19 (k) requires all Junior Members to keep themselves informed by checking their pigeonholes and their College email daily, checking for notices in the Porters' Lodge, in the Front Hall, and on the College website www.some.ox.ac.uk
2. The Dean makes the Deans' Regulations, in consultation with other members of the College. Substantive changes will be reported to Governing Body.
3. The Dean may impose penalties in proportion to the gravity of the offence, and/or the frequency of its occurrence. In certain circumstances, the Dean may invoke a Behaviour-Related Disciplinary Panel to hear a case against a student. See section D2 below.

Noise

4. 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 indoors and out. Anyone who is upset by undue noise should complain first to the noisemaker, then to the Porters' Lodge, and finally to the Deans.
5. Audio and video equipment must not be played in undergraduate rooms, except through headphones, between 11.00pm (midnight on Saturdays) and 8.00am. They may be played quietly from 8.00am to 11.00pm, 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.
6. Musical instruments may not be played in your room except through headphones, or with the Principal's permission.

7. The gym door must be closed when the gym is in use. Noise in the gym must not be heard beyond the room itself.
8. 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.

College Buildings and Grounds

9. **Smoking is not permitted** within College rooms or anywhere within the college curtilage.
10. 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.
11. Ball games may not be played in College, except that croquet and boules may be played on the Penrose lawn, and Frisbee (static, not ultimate) may be played on the main lawn from 1 pm to 9 pm. Riding (bicycles, etc.) and skating (skateboards, rollerblades, etc.) are forbidden throughout the College.
12. Please ensure that no activity takes place in public that is likely to offend others living, working, staying or dining in College, and in particular, guests at Guest Night Dinners.
13. Please avoid dropping litter; use the bins provided. The JCR is charged when excessive rubbish is left on the quad.
14. The college gardeners work hard to keep the quads and lawns attractive. Please do not walk on the grass in wet weather, and 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.
15. Undergraduates may not keep animals of any kind in their rooms, or any common areas.

Gatherings and Events

16. All members of College are responsible for the behaviour of the guests they bring into College, and must accompany their guests at all times.
17. Gatherings in student rooms must be limited to eight persons.
18. Residents may have no more than one visitor in their rooms after 11.00pm (midnight on Saturdays), and must accompany any visitor entering or leaving College between 11.00pm (midnight on Saturdays) and 8.00am. To enable us to comply with fire regulations, they will need to follow the College's current procedure, which is that overnight guests must be signed in at the lodge on each occasion.
19. All meetings and parties must end by 10.45pm (11.45pm on Saturdays).
20. Overnight guests may not stay more than two nights consecutively, and may not stay for more than two nights during a seven day period.⁸ There are no official College guest rooms, but unoccupied rooms may be available at a charge (contact the Bursary for details).
21. The Deans must be informed in advance of any gatherings of more than twelve people. Rooms for meetings and social events may be booked via the Bursary e-mail address as follows: bursary@some.ox.ac.uk. Please note charges may be applicable for room hire and events.

⁸ Note: this applies even when a guest is visiting more than one member of the College; that is, he or she may not spend two nights with one and then two nights with another.

22. 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 necessary the Domestic Bursar will refer the application to the Decanal Team for approval before confirmation of the booking is made.
23. 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.
24. Outside bodies wishing to book rooms should contact the Events Department, and bookings should not be made through Somervillian contacts.
25. 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.)
26. If not in use for lectures, meetings, or other academic activities, Flora Anderson Hall may be available between the hours of 9.00am and 11.00pm for quiet activities only.
27. In addition to booking through the Bursary, use of the Chapel also requires the approval of the Chapel Director. On some occasions, the permission of the Principal may also be required.
28. No informal barbecues may be held in College at any time.
29. Bops and Parties with music and/or dancing may only be held in public rooms in College and where applicable licenses from the local council may be sourced (not in undergraduate rooms) with the permission of the Deans. Meetings must be of University or College societies or groups only; no public meetings may be held in College.
30. At all meetings, the University's Codes of Practice on Freedom of Speech must be adhered to <http://www.admin.ox.ac.uk/councilsec/fos/>.
31. Fines and charges may be imposed by the Deans and/or Domestic Bursar for any damage to property in or near the rooms booked.
32. No event involving alcohol may take place without the prior permission of the Catering & Conference Manager, who is the Designated Premises Licence Holder and handles all requests to hold events in College. Please note that 21 days' notice is required for events requiring the approval of local authorities.
33. 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.
34. There are both legal and practical restrictions on serving food. Anyone wishing to do so must consult the Domestic Bursar and the Catering & Conference Manager in advance.

Safety and Emergencies

35. All roofs and parapets of College buildings are out of bounds: going on to them is a major safety hazard.
36. In an emergency of any kind, the Porters' Lodge should be contacted in the first instance, by telephone (01865 (2)70600) or in person.
37. 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).
38. 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.

39. Fire safety equipment must not be tampered with; violations will be reported to the Deans.
40. 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.
41. Personal electric heaters must not be brought into College. A limited number of approved heaters may be made available in periods of severe cold.
42. Candles and similar items (i.e. joss sticks/incense) may not be lit in rooms or common areas.
43. Do not leave items on windowsills; they create a hazard to anyone passing or working beneath.
44. 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 Porters' Lodge of any areas that may have been missed and arrangements will be made to clear them.
45. Each JCR and MCR member may obtain a free personal security alarm: from the JCR Welfare Officer or MCR Welfare Officer. In addition, some alarms are available for borrowing from the Lodge.
46. 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 8.30pm. It also allows access through the Vaughan and Walton Street Gates until 11pm. 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.
47. 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 duplicated.
48. 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.
49. 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

50. Bicycles should be left in bicycle racks; note that the racks under the Bursary 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.
51. 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.
52. Motorcycles and cars may not be brought in to college on any occasion. There is no car parking space available for undergraduates within the College or surrounding external accommodation locations.
53. 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

54. Posters may be displayed in college as long as they comply with the law (but only on designated noticeboards).
55. 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.
56. Political canvassers are not permitted to operate in college; they must not knock on doors or approach college members on the premises.
57. Hustings meetings will be organized for the airing of views. For details, and guidelines on posting and 'pidging' please contact the JCR President.
58. 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.
59. 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

60. The Library Rules are given on the College website at www.some.ox.ac.uk/policies.

Information Technology

61. Computing resources must be used in accordance with the regulations set out at www.some.ox.ac.uk/it-rules. Violations of these rules will be monitored by the IT Systems Manager in the first instance, and if necessary, referred to the Deans.

D2. Decanal Disciplinary Procedures

Students who fail to abide by these regulations will be summoned by the Deans to explain their behaviour. These disciplinary processes will be kept separate from issues of academic discipline. Students can expect to incur 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:

- i. **Community service** related to the nature of the offence (e.g. cleaning cigarette ends if the offence was related to smoking), to a maximum value of one week's residence;
- ii. **A fine of up to £1,000** and the cost of making good any damage to property;
- iii. **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 student's 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;
- iv. Those who repeatedly break the Dean's regulations with regard to accommodation (e.g. smoking, damaging property) may be **denied the privilege of living in College** in subsequent years. In the case of Finalists, this sanction may take the form of being denied the privilege of staying up beyond the last day of their written examinations.
- v. The Dean may invoke a **Behaviour-Related Disciplinary Panel** to hear a case against a student if
 - The Dean wishes to recommend the imposition of penalties beyond those defined above;
 - The Dean considers misconduct to be persistent and resistant to the imposition of

penalties as defined above;

- 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); wilful 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 if a student has incurred a University sentence of suspension which, in the Dean's opinion, should be matched by a similar College sanction;
- 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 normally be chaired by the Vice-Principal, unless she is unavailable, or has a close connection with the student likely to, or likely to be perceived to, impair in any way her ability to reach a judgment unaffected by matters extraneous to the case (such as if she is the student's Personal Tutor); in which case the Senior Fellow, or next most Senior Fellow available and without a close connection will Chair. The Panel will also consist of two Fellows, neither of whom should be the student's tutor, nor have any close connection with the student.

The defendant will receive prior written notice of the charge. The Dean will present the case and may call witnesses as appropriate. The student may choose to be accompanied to this hearing by one or two supporters (if two, one is to be a JCR officer). The student may make a defence, call witnesses, and cross-examine witnesses called by the Dean. The student and his or her supporter(s) will withdraw before the Panel reaches a decision. Any penalties imposed will be in proportion to the gravity of the offence and may range from fines, to suspension from access to college facilities or premises for a specified period, to a recommendation for suspension (rustication) for a specific period, or expulsion (sending down). The decision of the Panel shall be reported to Governing Body by the Principal.

Police involvement

The College adheres to the Proctors' policy that 'if a student commits a serious offence which is open to police action (e.g. physical assault, sexual assault, misuse of drugs, computer misuse, theft, fraud, certain kinds of harassment) the Proctors' policy is to refer the matter to the police. This does not preclude their dealing with the specific University offence under the University's internal disciplinary procedures as well. When a student is facing criminal proceedings or has been convicted of a serious criminal offence, the Proctors are empowered under the Statutes to initiate disciplinary action within the University:

(www.admin.ox.ac.uk/proctors/info/pam/section10.shtml).