

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 required to suspend study, sent down, or expelled by the Governing Body, after due opportunity to make written representations.

D1: Deans' Regulations

The Dean's Office can be contacted via email at **deans.office@some.ox.ac.uk**. During term time, the Office is also available via mobile on 07850 784964 7pm-7am on weekdays, and at all times on the weekend. The Porter's Lodge can be contacted using 01865 270600 at any time (except during the Christmas shutdown period).

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 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, on College noticeboards, and on the College website <http://www.some.ox.ac.uk/>
2. The Deans' Regulations are reviewed annually by consultation between the Dean and other members of the College, and are approved by Education Committee. 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. The processes by which the Dean or other authorised agents or agencies may impose penalties are set out in the separate Behaviour-related Disciplinary Code.

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 and in or near student accommodation where people may be trying to work or sleep. Anyone who is upset by undue noise is under no obligation to confront the noisemaker in person if they prefer not to. They may contact the Porters' Lodge in the first instance, and, where appropriate, 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 common rooms 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. Please wear headphones if you wish to listen to music in the gym, the use of speakers is not allowed. Guests are not permitted to use the College gym facilities.
8. Mobile telephones must be switched off or on silent mode, with vibrate mode turned 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 (including electric cigarettes) is not permitted** within College rooms or anywhere within the College curtilage and incurs an automatic fine of £50.
10. Please respect 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 may be imposed on the residents of corridors of buildings, or the MCR/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, scooters, including electric, 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 common rooms can be 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 Darbishire 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.
16. Flags may not be hung out of student bedroom windows.

Gatherings and Events

17. Guests using College facilities must be accompanied by a member of the College. College members are responsible for the behaviour of their guests and may be fined for breaches of College rules (smoking, noise, etc.) and damage to College property incurred by their visitors.
18. College Formal Dinners (including Guest Nights, Special Guest Nights, Michaelmas Dinner, Foundation Dinner and Subject Dinners) are opportunities for the whole College to dine together. It is important that these occasions are enjoyable and orderly for all attendees. You must therefore maintain a high standard of respectful and responsible behaviour at all times. In particular, once you have taken your seat, you should only get up when high table enter or leave; at the end of the meal; or, if necessary, to use the toilets. If you do need to get up during the meal for legitimate reasons, you should attend to your requirements and return directly to your seat, without pausing at other tables. Impolite behaviour towards catering and waiting staff will not be tolerated.
19. Gatherings in student rooms must be limited to no more than eight persons.
20. Residents may have no more than one visitor in their room between 11:00pm (midnight on Saturdays) and 8:00am. In accordance with regulation 17, guests using College facilities must be accompanied by a member of the College. To enable us to comply with fire regulations, residents will need to follow the College's current procedure, which is that overnight guests must be signed in at the lodge on each occasion.
21. All meetings and parties must end by 10.45pm (11.45pm on Saturdays).
22. Overnight guests may not stay more than two nights consecutively, and may not stay for more than two nights during a seven-day period.¹ There are no official College guest rooms, but unoccupied rooms may be available at a charge (contact the Bursary for details).
23. The Deans must be informed in advance of any gatherings of more than twenty 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 unless rooms are being booked for a College or University learned society.
24. Payment for room bookings (where applicable) will be arranged through the Bursary 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 Bursary will refer the application to the Decanal Team for approval before confirmation of the booking is made.
25. Somerville members may only book rooms for events that are primarily for members of Somerville College. Somerville members may apply to the Bursary to book a room for a University society as long as there is a Somervillian on the committee; in either case 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.
26. Outside bodies wishing to book rooms should contact the Events Department, and bookings should not be made through Somervillian contacts.
27. Permission to use Vaughan Junior Common Room: must be obtained from the JCR President. (Meetings of the JCR, its committees or its formally constituted societies and

¹ 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.

- groups are booked only through the JCR, but the Deans are informed of all meetings.)
28. The MCR can be booked through the MCR President.
 29. 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.
 30. Chapel bookings can be made via the website and in liaison with the Chapel Director. On some occasions, the permission of the Principal may also be required.
 31. No informal barbeques may be held in College at any time.
 32. 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. A full guide of how to book larger events can be found on the website.
 33. At all meetings, the [University's Codes of Practice on Freedom of Speech](#) must be adhered to.
 34. Subject to the College's obligation to support and uphold the right to free speech and the right of individuals to equal treatment under the law, the College complies with its legal obligation to have due regard for the risk of people being drawn into terrorism when considering events and meetings taking place in College.
 35. Fines and charges may be imposed by the Deans for any damage to property in or near the rooms booked.
 36. No event involving alcohol may take place without the prior permission of the Catering & Conference Manager, who is the Designated Premises Supervisor 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.
 37. Alcohol may not be consumed in the Quad.
 38. 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.
 39. There are both legal and practical restrictions on serving food. Anyone wishing to do so must consult the Catering & Conference Manager in advance.

Safety and Emergencies

40. All roofs and parapets of College buildings are out of bounds: going on to them is a major safety hazard.
41. In an emergency of any kind, the Porters' Lodge should be contacted in the first instance, by telephone (01865 (2)70600) or in person.
42. 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 also be reported to the Dean (e.g. cases of theft).
43. 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 which are held at least 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.
44. Fire safety equipment must not be tampered with; violations will be reported to the Deans.
45. 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.

46. Personal electric heaters must not be brought into College. A limited number of approved heaters may be made available in periods of severe cold.
47. Candles and similar items (i.e. joss sticks/incense) may not be lit in rooms or common areas.
48. Do not leave items on windowsills; they create a hazard to anyone passing or working beneath.
49. 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.
50. 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.
51. Your Access card allows you to pass through all doors in College to which you have right of entry. 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 Access Card: to do so poses a significant security risk.
52. Access Cards are issued by the Porters' Lodge. You must never lend your Access Card to anyone, not even to a Somervillian. Loss or theft of your room key or Access Card must be reported to the Lodge. Room keys should be left at the Lodge during vacations and collected when you return. If your key is taken home during vacation then a fine may be levied to cover the cost of a replacement. Rooms are often used during vacation for commercial purposes. Under no circumstances should keys be duplicated.
53. 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.
54. 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

55. 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.
56. 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.
57. Motorcycles and cars may not be brought in to college on any occasion. There is no car parking space available for undergraduates or graduates within the College or surrounding external accommodation locations.
58. 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 and Social Media

59. Posters may be displayed in College as long as they comply with the law (but only on

designated noticeboards).

60. 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.
61. Political canvassers are not permitted to operate in College; they must not knock on doors or approach College members on the premises.
62. Hustings meetings will be organized for the airing of views. For details, and guidelines on posting and 'pidging' please contact your common room President.
63. 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.
64. 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.
65. Students are advised to use social media responsibly and should be aware that it is possible for their digital footprint to seriously compromise their reputation. Online bullying and harassment will be taken extremely seriously.

College Library

66. The Library Rules are given on the College website at <http://www.some.ox.ac.uk/library-it/using-the-library/library-rules/>

Information Technology

67. Computing resources must be used in accordance with the regulations set out at <https://it.some.ox.ac.uk/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

These procedures are now set out in the Behaviour-related Disciplinary code