



TRINITY HALL
CAMBRIDGE

Student Handbook

2018 - 2019

**Information and Regulations
for Members of the College**

Large-print versions of the Student Handbook may be requested from the Tutorial Office.

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1 Academic Matters

1.1 The Academic Community

1.1.1 College Organisation and Governance

Members of the College

The academic community of the College is organised in three groups, known as the Junior, Middle and Senior Combination Rooms ('JCR', 'MCR' and 'SCR'). All undergraduates (including fourth-years) are members of the JCR (<http://www.jcr.trinhall.cam.ac.uk/>), Graduate students and Postdoctoral Research Associates of the MCR (<http://www.mcr.trinhall.cam.ac.uk/>), and Fellows and Senior Members of the SCR. The JCR and MCR each elect committees to conduct their business and represent their members.

Governing Body

The Governing Body of the College, consisting of the Master and Staff Fellows, has responsibility for College governance. It meets formally at least twice each Term to administer College business. Representatives of the JCR and MCR attend for certain items.

1.1.2 Tutors

The Senior Tutor has overall responsibility for all academic, pastoral and disciplinary matters (unless a matter is referred to the College's Disciplinary Committee) and is assisted in this role by the Domus Tutor, and a number of Tutors, who are appointed by the Master and drawn from Staff Fellows of the College. Undergraduates are assigned personal Tutors who provide general pastoral and administrative support throughout their undergraduate careers while Graduate students are supported by the Graduate Tutor and Deputy Graduate Tutor.

Tutors remain in constant, informal communication with each other and meet every fortnight in Term. There is also communication between Tutors and Directors of Studies and Graduate Mentors. The Senior Tutor is required to report to the Governing Body certain matters, such as a student's change status, leave of absence ('intermission'), and failures in Tripos examinations.

1.1.3 Undergraduate Tutors

On arrival at the College, each Undergraduate is assigned a Tutor who provides pastoral and administrative support throughout their degree. All Tutors are Fellows of the College and meet Tutees on a regular basis to discuss their general welfare, well-being and academic progress. Tutors are an Undergraduate's first point of call for raising any concerns. **Undergraduates are expected to attend compulsory meetings with their Tutors at least twice per term. Undergraduates must consult their Tutor about all potential requests regarding examination arrangements, intermission of study, examination allowances, change of Tripos, applications for financial assistance, standing for election to the JCR Committee and other significant extra-curricular commitments.**

The Senior Tutor and Tutors may keep specific Tutorial Hours during Term to make themselves available to Tutees for help and advice. Tutors are also happy to make individual appointments but expect that Tutees will appreciate that teaching and research commitments may mean that they cannot be available immediately or at all times.

Tutors also serve 'on call' for any emergencies during Term. 'Duty Tutors' are on call from 21:00 each evening to 9:00 the following morning and are most easily contacted for emergencies through the Porters' Lodge.

Undergraduates must consult their Tutor before applying for hardship funds, travel grants and other academic-related expenses. Students wishing to transfer from one Tripos to another should first contact their Tutor to discuss any proposed change, as well as the Directors of Studies in both Triposes concerned, since the agreement of both Directors of Studies is required for transfers to take place.

Any Undergraduate may request reassignment to another Tutor should they wish; re-allocation will inevitably depend on another Tutor's available capacity. Undergraduates should also be aware that all Tutors are happy to offer advice to any Undergraduate (not only their assigned Tutees) whilst the Dean, Domus Tutor and Senior Tutor are also available, if required.

1.1.4 Graduate Tutors

The Graduate Tutors are key people in College for helping Graduate students with personal difficulties, College-related concerns and also with certain problems relating to a student's course or Department/Faculty. Graduates should consult the Graduate Tutor or Deputy Graduate Tutor with regard to financial problems, and any course changes, leave of absence, etc. Graduate Tutors also sign forms on behalf of the College and deal with the University and award-giving bodies on a student's behalf.

Furthermore the Graduate Tutors (and Senior Tutor) make applications to the Student Registry for examination allowances on behalf of students who have been hindered by illness or other extenuating circumstance in the preparation for or taking of an MPhil examination.

Students who wish to contact a Graduate Tutor should email the Graduate Administrator, Charlotte Morgan-Shelbourne (cm748@trinhall.cam.ac.uk), in the first instance.

1.1.5 Directors of Studies

Each Undergraduate has a Director of Studies (or 'DoS') who is responsible for their academic welfare, including advising on what courses to take and what lectures to attend, recruiting appropriate supervisors and addressing any other work-related matters.

Assessments of Undergraduates' academic performance are communicated in supervisions, CamCORS reports and at compulsory end-of-Term meetings with Directors of Studies. **Undergraduates are expected to attend all supervisions as well as meetings with their Director of Studies at the start and end of each Term. Failure to attend supervisions without appropriate cause will result in the relevant charges being levied (see section 1.4.1). Similarly, if a student**

repeatedly fails to attend start- or end-of-term DoS meetings, a Director of Students may legitimately decline to direct studies for the student concerned.

1.1.6 The Tutorial Office

The Tutorial Office is responsible for all Tutorial and Admission enquiries, and provides administrative support to students, including provision of College accommodation. The Tutorial Office provides a direct link to the Senior Tutor, Graduate Tutors, Tutors and Admissions Tutors.

Students are always welcome to drop into the Tutorial Office for information, advice and assistance and can also contact the Office by telephone or email. The Office is open for drop-in queries and phone enquiries from 10:00 to 12:00 and 14:00 to 16:00, Monday - Friday. The Tutorial Office staff deal with many administrative tasks associated with both Undergraduate and Graduate students, including:

- Matriculation
- PBI monitoring
- College accommodation for students
- Studentships and grants
- Hardship grants
- Travel awards
- CamCORS (the University's on-line supervision reporting system)
- CamSIS (the University's student information and records system)
- General Admission and graduation ceremonies
- Admissions applications and interviews
- College Open Days
- Formal dinners and buffets for students
- Examination arrangements
- Support for students with disabilities
- Postdoctoral Research Associates
- Honorary Members of the MCR

1.1.7 JCR and MCR

i) The Junior Combination Room (JCR) is an association open to all Undergraduate members of the College. The Middle Combination Room (MCR) is a similar association open to all Graduate students, Postdoctoral Research Associates, and Undergraduates in their fourth or subsequent year who choose to 'opt-in' to MCR membership (which is in addition to their JCR membership and is subject to a termly charge levied by the MCR). The main objective of both Committees is to promote the interests and welfare of, and social activities among, their members and to represent their members' interests to the College's Governing Body and other College Committees and Advisory Groups.

ii) The College welcomes Permanent Resident Partners of Graduate students and recognises a partner as a full member of the MCR (and makes no charge). The College aims to be as accommodating as possible, but requires the following conditions be met:

- That a Partner lives with the Graduate continuously for at least six months of the academic year
- That the Partner is 'registered' with the Tutorial Office

- That the Partner is not simultaneously a member of another Cambridge College

iii) The JCR and MCR have written constitutions, elect officers and hold regular meetings. Membership of the JCR and MCR is automatically granted to all students who qualify for membership. Anyone who does not wish to take up membership should notify the President of the JCR or MCR (as the case may be) who will advise the appropriate procedure.

iv) Membership is free of charge (except for fourth and subsequent year Undergraduates who wish to 'opt-in' to MCR membership).

v) Withdrawal of membership will disqualify students from standing for office, voting at or attending meetings of the JCR or MCR.

vi) The written constitutions of the JCR and MCR contain detailed arrangements for the conduct of elections, the conduct of officers, financial management and reporting, the funding of groups and clubs, affiliation to external organisations (including CUSU), and the handling of complaints. The implementation of financial arrangements is supervised on behalf of the Governing Body of the College by the JCR and MCR advisers.

vii) The College provides certain social, recreational and welfare facilities for all its Junior Members. It allows the JCR and MCR as associations to participate in the management and provision of these services and from time to time provides the JCR and MCR with funds to enable them to maintain these services on behalf of the College. The services provided by the College are available to all Undergraduates or Graduates (as the case may be) on equal terms whether or not they are members of their respective association.

viii) Complaints about the management of the JCR or MCR should in the first place be made to the President in question. If an individual is dissatisfied with the handling of any complaint it may be referred to the Master or Senior Tutor. A copy of the constitutions of the JCR and MCR may be had from the President of the respective society, or consulted online:

JCR: <http://www.jcr.trinhall.cam.ac.uk/jcr-committee/constitution/>

MCR: <http://www.mcr.trinhall.cam.ac.uk/your-mcr/constitution/>

ix) Undergraduate students considering standing for election to the JCR Committee should discuss this first with their Tutor and Director of Studies, at least three working days prior to the election, to consider possible implications, including likely workload, of undertaking such roles.

1.2 General Information

1.2.1 Matriculation

Matriculation marks the formal admission of a student to membership of the University. Every candidate for matriculation must subscribe the following declaration by signing the Matriculation Registration Form:

'I promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and other officers of the University.'

While at Trinity Hall, students are also expected to abide by the Terms of Admission as enclosed with their original offer letters.

A person is deemed to be matriculated from the beginning of the Term in which a completed Matriculation Registration Form and satisfactory evidence of their qualification to matriculate is known by the College.

In early October, the College organises several events for matriculating students, including a briefing at which students sign the College's Matriculation Register (photographic ID must be produced prior to signing), a Matriculation photograph on Latham Lawn (for which an academic gown is required), and a formal Matriculation Dinner in Hall. All new students (known as 'Freshers') receive details of these events shortly prior to, or on arrival, in Cambridge.

Postdoctoral Research Associates (PDRAs), whilst not formally matriculating, are invited to meet the Master, and dine at High Table, in the Michaelmas Term.

1.2.2 Academic Dress

Junior Members are required to wear a gown at dinner in Formal Hall (see also the general dress code requirements for dining in Hall at section 4.6.2). It is also expected that Freshers, whether Undergraduate or Graduate students, wear a gown for the Matriculation photo in early October. For General Admission and all other Congregations, a gown with appropriate hood is worn. There is a strict dress code for these events; details can be found online here:

<https://www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-ceremonies/academical-dress>. Any questions should be directed to the Tutorial Office which deals with all graduation-related matters.

1.2.3 Residence

All Cambridge Degrees have residence requirements, and Degrees cannot be awarded unless the College certifies that individual students have kept the required number of terms as members of the College.

Undergraduate Students

The University's Statutes and Ordinances state that Undergraduates must keep nine terms of residence in order to be admitted to the BA degree, and twelve terms for the MEng, MSci or MMath degrees. Each academic year contains three terms and, in order to 'keep term', Undergraduates must be in residence for the required number of nights during that term:

Michaelmas Term: 59 nights

Lent Term: 59 nights

Easter Term: 53 nights

Part of each term is designated Full Term; this is the period of just over eight weeks during which teaching, in the form of lectures and supervisions, is concentrated. It is

an intensive educational period, during which all Undergraduates are expected to be in residence. Undergraduates must have returned to Cambridge by the day before the start of Full Term at the latest. Dates for term and Full Term are published well in advance on the University's website: <https://www.cam.ac.uk/about-the-university/term-dates-and-calendars>.

Undergraduates who wish to be away overnight for any reason during Full Term must inform their Tutor of the nights in question, and the reason for absence, by completing an Exeat Form, which is available on the Tutorial Moodle site. Accurate reporting of nights out of residence is essential to satisfy the University's formal residence requirements.

If Undergraduates come into residence later than the beginning of Full Term, wish to leave Cambridge before the end of Full Term, or are absent from Cambridge for a certain number of nights during Full Term, they must not only have secured their Tutor's permission to do so, but must also make up the difference with nights spent in residence either before or after Full Term to ensure they meet the residency requirements listed above. As indicated, failure to observe these residency requirements without due cause may result in disciplinary action and could lead to disqualification for a Degree.

Graduate Students

In order to graduate, students must spend at least three terms resident in Cambridge. For a term to be 'kept' a student has to reside in Cambridge for a minimum number of nights (59 for the Michaelmas and Lent Terms and 52 for the Easter Term). Research students, however are expected also to attend between terms, except during periods of holiday agreed with their supervisor, not normally exceeding 8 weeks in a 12-month period. For absences during term, Graduates must contact the Tutorial Office. It is a condition of membership of the College that students comply with university residence requirements.

All full-time Graduate students are expected to live within 10 miles of the centre of Cambridge while carrying out research in the University. Graduates with good reasons for living further away must secure the agreement of their supervisor and their Graduate Tutor that doing so will not impair their ability to study and to attend meetings and events in the University as required. Securing permission to live outside the 10-mile limit is not the same as obtaining formal 'leave to work away' from Cambridge, for which special permission must also be sought.

For details on hours of attendance and terms of residence, Graduates should consult the Terms of Study section of the Student Registry website:

<https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study>.

1.2.4 Residence requirement for non-EU students

In addition to normal University residence requirements, non-EU students studying on a Tier 4 student visa **must** report to the Tutorial Office within seven working days of the start of each Full Term to register their attendance, as a requirement of their Tier 4 visa. Students who fail to register will be reported to the Home Office, in line with the University's Tier 4 compliance responsibilities.

International students from certain countries are also required to register with the Police within seven days of arrival in the UK. If this condition applies, it will be stated on a student's visa vignette, or in the Biometric Residence Permit (BRP).

For further information, refer to the International Students page on responsibilities under Tier 4 (<https://www.internationalstudents.cam.ac.uk/tier-4-responsibilities>).

1.2.5 Employment during Term

Undergraduates are not permitted to be in paid employment for more than six hours per week. Written permission to undertake any form of paid employment during Term must also be obtained from an Undergraduate's Tutor in advance.

It is not possible for Graduates to be in paid employment while studying full-time for their degree and they should not expect to obtain additional income in this way. Two exceptions to this are:

(1) Full-time students reading for the PhD, MSc or MLitt Degree. These may, with the permission of their supervisor, undertake up to ten hours per week of teaching work for the College ('supervisions') or for their department or faculty including necessary preparation, or other academic work such as invigilating examinations or working in a university/college library. No larger portion of time may be devoted to such work and no time may be devoted to work other than research upon the approved subject without special permission from the Student Registry.

(2) Those registered for part-time study.

Please also note that Graduates may not undertake any form of paid employment whilst studying for the MPhil Degree or any other one-year course offered by the University. Further information is available on the University website: <https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/working-while-you-study>.

1.3 Academic Assessment

1.3.1 Performance in Exams

All Undergraduate members of the College are expected to read for Honours Degrees and thus to take the University's prescribed Preliminary, Qualifying and Tripos examinations. Any student who fails to obtain Honours (i.e. to be classed or to obtain the Honours Standard in classed examinations) shall terminate their studies and go out of residence permanently unless, in the case of extenuating circumstances such as illness during examinations, a case is made, by the student's Tutor, to the University's Examination Access and Mitigation Committee. This rule also applies to any College examination taken in lieu of University examinations. If a student feels that extenuating circumstances (e.g. illness, disability) are seriously affecting their examination preparation, or have affected their attendance/performance in a University examination, they should inform their Tutor of the circumstances as soon as possible. The University's procedures for handling failures in examinations are set out on the Student Registry website: <https://www.cambridgestudents.cam.ac.uk/your-course/examinations/undergraduate-exam-information>

1.3.2 Academic Awards and Prizes

The College regards it as essential to recognise the academic achievement of its Undergraduates and Graduates by awarding Scholarships and named College Prizes.

Undergraduates are elected to Scholarships if they are placed in the First Class in University examinations at the end of their first, second, third, or fourth years of residence. Undergraduates who obtain a First Class or Distinction in the last University examination of their career are named as 'Bateman Scholars', in memory of William Bateman who founded the College in 1350. Graduates who obtain a First Class or a Distinction in a taught Master's course or MPhil course are also named as Bateman Scholars. All Scholars receive a cash award of £350 and a book token worth £75, and are invited, in the first year of their Scholarship, to the Admission of Fellows and Scholars ceremony and to Dr Eden's Supper in the Michaelmas Term.

In addition to these Scholarships, several College prizes of various values are also awarded to those who distinguish themselves in particular University examinations. For further details of College prizes, see Appendix 1.2.

Book tokens are given to all Graduate students when they become registered for the PhD or achieve comparable status.

Details of other Awards and Prizes offered by the University are available on the Cambridge Funding Search: <https://www.student-funding.cam.ac.uk/>.

1.3.3 Academic Underperformance

Undergraduates whose performance in any part of the Tripos is particularly weak and those whose CamCORS supervision reports indicate repeated underperformance are discussed by the Tutors, after consultation with the relevant Directors of Studies and supervisors. Junior Members who fail to engage in their studies to the satisfaction of their Tutor and Director of Studies should receive guidance on how to improve their performance. Continued underperformance, through lack of appropriate industry, will be referred to the Senior Tutor who will report cases of particular concern to the Governing Body.

1.3.4 Examination Entries

Details of the syllabi for examinations and entry dates are given in the Statutes and Ordinances (<http://www.admin.cam.ac.uk/univ/so>) of the University of Cambridge which is published each year.

Examination entries are made on-line using the self-service element of the University student information system CamSIS (<https://www.camsis.cam.ac.uk/>). Full instructions are provided but Undergraduates must consult their Director of Studies before making their entry. Graduates taking examinations should direct any queries to their course advisor. It is each Junior Member's responsibility to be aware of due dates for entries to be completed and to ensure that they are entered for the correct examinations. Any problems after making examination entries should be referred to the Tutorial Office.

A few weeks prior to each exam period, each student is provided with an Examination Entry Confirmation Form by the Student Registry. Students should check this Confirmation Form carefully and notify the Tutorial Office immediately of any errors or potential clashes in their exam timetable.

1.3.5 Examinations under Special Conditions

Students with valid reasons to sit examinations under special conditions (and not in examination rooms designated by University authorities) should consult their Tutor in the first instance. In all cases, supporting medical evidence will be required, together with appropriate recommendations from the University's Disability Resource Centre. Both the University and College must be convinced that a specific disability/illness effectively render it impossible for a candidate either to attend examinations in the designated examination rooms or to write papers under normal examination conditions.

Students who wish to request special conditions in their examinations must inform the Tutorial Registrar by 31 January in each academic year. All requirements must be notified by this date; applications may only be made in the Term when the examinations take place if the illness or injury is unforeseen and of such severity that it is impossible for the candidate to sit examinations under normal circumstances. Permission to take examinations under special conditions applies solely to the year in question; ongoing medical conditions must be reassessed for this purpose each year via a new application.

Conditions under which examinations are sat must be agreed beforehand by the University, College, and the individual sitting the papers. Start and end times of papers must be fixed and the timing of any breaks pre-arranged, where possible. Under no circumstances is contact with other individuals allowed, apart from invigilators, while any examination is taking place.

As a general rule, those requiring extra time and/or rest breaks, and/or use of a computer with no additional requirements, sit examinations in a central venue provided by the University. Students with very specific requirements, which cannot be catered for in the University venues, are accommodated in College.

1.3.6 Illegible Scripts

Except in cases involving a diagnosed disability, all students are required to handwrite their exam scripts and are expected to write legibly. Students are not permitted to type their scripts or have them transcribed from the outset on the basis of poor handwriting, so should practise handwriting under timed conditions as part of examination preparations.

In the rare circumstances in which a student's exam script is deemed to be illegible by its Examiners, the script is returned to College and the student is required to transcribe it, in the presence of an invigilator, within 48hrs of the script being received. The transcription is then checked against the original to confirm that it is an exact copy of the original, including any grammatical or spelling errors. All costs associated with supplying invigilators to oversee transcription of illegible scripts are borne by the student concerned.

It is recommended that students do not go out of residence after completing their exams in case they are required to transcribe an illegible script. If a student does wish to go out of residence, they must inform their Tutor by completing an Exeat form, and should be aware that they may be required to return to College at very short notice.

1.3.7 Deadlines and Notices

It is each Junior Member's responsibility, in consultation with their Director of Studies or Course Advisor, to be aware of any imminent deadlines and, most importantly, to see that they are entered for examinations before the due date (see section 1.3.4 above). Throughout the year, notices are posted outside the Tutorial Office and emails circulated concerning travel grants, College and University bursaries etc., and Junior Members must comply with the specified deadlines. Essays for supervisors and practical work for laboratories should also be submitted by the required times.

The College will use @cam email addresses to communicate with students and expects all students to check this account frequently for College messages and respond in a timely fashion. Students must also check their pigeonholes regularly for addressed mail. Not checking @cam emails or collecting mail are unacceptable reasons for being unaware of deadlines. College Officers regularly send emails and post notices in the Porters' Lodge, in 'B' passageway and in the JCR and MCR about various matters and Junior Members are expected to consult these regularly.

1.3.8 Plagiarism

Trinity Hall does not tolerate plagiarism. Plagiarism is cheating and it is each student's responsibility to familiarise themselves with guidance on plagiarism. Each Faculty and Department in the University goes to great lengths to explain what constitutes plagiarism in submitted work; see the University's general guidance on Good Academic Practice and Plagiarism: <https://www.plagiarism.admin.cam.ac.uk/>.

If a student is accused of plagiarism, whether in a supervision essay, a piece of assessed work, or an examination, they will be required to meet with the Senior Tutor or Graduate Tutor, and the Undergraduate's Tutor and Director of Studies will also be informed. The case will be investigated and a written record preserved. Depending on circumstances, cases of plagiarism may be referred to the College's Disciplinary Committee and, if upheld, will result in grave consequences for the student responsible.

Any student against whom a charge of plagiarism has been substantiated may appeal against their examination results should they wish. They should be aware, however, that the College may choose not to support such an appeal.

1.4 Undergraduates

1.4.1 Supervisions

Attendance at supervisions is compulsory. Any student who fails to attend a supervision without due cause notified in advance to their Director of Studies, will have the supervision fee (£29.20 in 2018-19) charged to their College Bill. Students are also expected to attend lectures and other appropriate classes, as recommended

by their Directors of Studies. Feedback from supervisors may be checked through CamCORS.

1.4.2 Extracurricular Activities

Undergraduates should consult their Tutors and Directors of Studies before taking on any major extracurricular commitment which might detract from their academic work, such as the organisation of College or University clubs or societies, standing for election to the JCR Committee, representing the University in sport, or assuming a major role in organizing the June Event, directing plays, musical concerts or voluntary activities etc. If a Tutor or Director of Studies expresses concern regarding the potential impact of such commitments on an Undergraduate's progress, the situation will be assessed by the Tutors.

1.4.3 Part III and four-year courses

For those reading Mathematics. Although students reading Mathematics may graduate with a BA Honours degree after passing Part II at the end of their third year, it is possible to study for an additional year to read for Part III, leading to the MMath qualification. To proceed to Part III, the expectation is that an Undergraduate will receive a First at Part II. The College's policy is that a student should not read for Part III Mathematics unless the relevant Director of Studies is satisfied that they have attained the appropriate standard.

For those reading Natural Sciences. Although many students reading Natural Sciences graduate with a BA Honours degree after passing Part II at the end of the third year, a number of specialisms within Natural Sciences award the MSci qualification to those who complete a fourth year. The College's policy is that students who wish to proceed to the MSci qualification must satisfy their Directors of Studies that they have achieved an appropriate standard in Part IB and Part II of the Natural Sciences Tripos. The appropriate standard is normally a II.1 Class in the third-year examination before leave to complete a fourth year is granted.

For those reading Computer Science. Although many students reading Computer Science graduate with a BA Honours degree after passing Part II at the end of their third year, it is possible to study for an additional year to read for Part III, leading to the MEng qualification. To proceed to Part III, a student must have achieved a satisfactory standard in previous honours examinations; this is normally defined as a First in Part II of the Computer Science Tripos. The College's policy is that a student should not read for Part III Computer Science unless the relevant Director of Studies is satisfied that they have attained the appropriate standard.

For those reading Engineering. Although a few Engineering students may graduate after three years with the BA Honours degree, the majority will continue to a fourth year, leading to the BA and MEng degrees. The course is divided into a two-year Part I (IA and IB) and a two-year Part II (IIA and IIB; there is no Part III). Students who wish to proceed to the fourth year must satisfy their Directors of Studies that they have achieved an appropriate standard. The minimum standard is normally a II.2 Class in either Part IB or Part IIA.

1.4.4 Intermitting (also known as ‘Disregarding Terms’)

During the course of their studies a student may find that they are unable to continue because of physical or mental health issues, or for financial reasons, or another serious reason. In these circumstances they can apply for permission to intermit their studies (normally for an academic or calendar year). Students who feel they may need to intermit should discuss this with their Tutor in the first instance, as they will need to apply to the University for permission to disregard terms on the student's behalf. They may also wish to consult the Students' Unions' Advice Service.

What is involved?

Intermitting is normally a mechanism used to disregard terms so that a candidate is in standing to take an examination. Leave to intermit allows all or part of an academic year to be disregarded; students are then allowed to take an examination in a subsequent year in which they would not otherwise have been eligible to take it. In certain circumstances this may involve permission to go out of residence or even a requirement to do so (unless the student's home is in Cambridge). The College applies to the University's Examination Access and Mitigation Committee (EAMC) for the grant of leave to disregard terms for the purpose of being in standing to take examinations; such leave, when granted, is normally given for a complete academic or calendar year.

The grounds for going out of residence to intermit are usually chronic or acute illness or similar grave cause, which make it impossible for students to continue with their studies. In these circumstances, the EAMC requires medical evidence that the student is so seriously incapacitated as to be incapable of continuing with the course.

Such leave to intermit is thus intended **only** to relieve a candidate from disadvantage. It may not be used to allow a student to gain an advantage not available to others. Intermitting should not be regarded as a means of changing Tripos.

It is inconsistent with this purpose, and also not in the interest of other students, for someone who is intermitting to return to the College to study or to receive extra tuition. It may occasionally be necessary for a student who is intermitting to return to College to consult with Directors of Studies or Tutors or to meet with their Cambridge GP or a Counsellor in the University Counselling Service. A student who is intermitting does not have access to College or University facilities, although continued use of the Students' Unions' Advice Service is available. Students should discuss with their Tutor the question of access to College to visit friends, particularly if their home is in Cambridge.

Very occasionally, there may be circumstances in which it is permissible for students to return to or to remain in Cambridge during a period for which they are allowed to be out of residence (for example the need to obtain specialist medical treatment).

Consultation within College

The decision to apply for leave to intermit can be taken only after consultation with the Tutor, Director of Studies and/or Senior Tutor. The Director of Studies may need to give specific advice about regulations for a particular Tripos.

Tutors and the Senior Tutor may also want to discuss plans for a student's treatment and recovery during the period to be spent away from Cambridge, as well as plans for supporting their return. For most students intermitting on medical grounds, it will be important to plan for treatment of some kind, to maximise the chances of a good recovery and a successful return to their studies.

University Application to be allowed to intermit

The actual application to intermit is made by the Tutor or Senior Tutor on the student's behalf to the EAMC.

Financial implications of intermitting

Intermitting has considerable financial implications, and these must be taken into account when deciding whether or not to apply to intermit. Three components of student financial support are relevant: the University Composition Fee, the College Fee (for non-Home/EU and ELQ status students) and Student Loan Company. The LEA is also involved as assessor of eligibility for the Student Loan.

If students go out of residence within 21 days of the start of term (that is, the first day they are required to be in residence for their particular course of study – which may not be equivalent to the first day of Full Term), they are not then liable for the University Composition Fee for that particular term, or thereafter during the period of absence from Cambridge. After 21 days have passed, students are liable for fees for the term or terms in which they have been in residence.

Students' entitlement to a Student Loan ceases for any term during which they intermit, but restarts when the course is resumed. Entitlement to help with university fees is limited, in total, to the number of terms of the original course plus one further year. Any Tuition fee loan entitlement remaining when the student intermits is transferred to the final terms of the extended course. Cambridge normally requires a student to return into residence from the start of an academic year.

Implications of intermitting for College accommodation

Students currently on a period of intermission do not take part in the JCR room ballot during Lent Term. Accommodation will not be allocated until intermitting students have been given permission to resume their studies by the EAMC. When permission to resume study is received, the Tutorial Office will contact the student in question to find out their accommodation preferences and then allocate a suitable room from the remaining Undergraduate housing stock.

The JCR will not consider requests for special considerations in the ballot from students currently on intermission. In exceptional circumstances where a student has very particular accommodation requirements, which are confirmed in a Student Support Document from the Disability Resource Centre, such that only one type of room will meet their needs, the Tutorial Office may reserve a suitable room for them prior to the JCR ballot taking place, and such students will not take part in the ballot..

When a student resumes their studies following a period of intermission, they will re-enter the JCR ballot the following year in the same position they were in prior to intermitting.

Returning to study

Students will not be allowed to return into residence without medical evidence that they are fit to resume the course. This evidence should be provided by the medically

qualified person best able to comment on the student's current state of health. Wherever possible, this should be the same person who provided the medical evidence to support the original application to intermit. If it is someone different, the new practitioner should be provided with a copy of the original letter. The evidence should be based on a medical assessment held not earlier than the following dates:

- For Michaelmas return: assessment not earlier than 1 July
- For Lent return: assessment not earlier than 1 October
- For Easter return: assessment not earlier than 1 February

Both the College and the EAMC must be fully satisfied that the intermitting student has recovered or that the condition is satisfactorily controlled, with any appropriate support measures in place, and that the student is in a position to complete the course successfully. If necessary, the period out of residence can be extended by a further application to intermit. In addition, the College may require an academic assessment before permission to return is granted.

1.5 Study Guide

The University website has a useful section called the Cambridge University Skills Portal (<https://www.transkills.admin.cam.ac.uk/skills-portal>), which includes plentiful advice for students, especially regarding preparation for examinations. The College also makes an additional number of rooms available for revision during the Easter Term.

1.5.1 Seeking support

Students have access to extensive levels of support. In College, students may approach a range of people for informal advice: Tutors, Directors of Studies, the Dean, the College Counsellor, the College Mental Health Advisor, the College Nurse, the Porters, the Buttery Team, the Tutorial Office staff, the Jerwood Library staff, the JCR and MCR Welfare support teams – and friends.

Undergraduate Tutors and Graduate Tutors remain, however, the primary points of contact for all student concerns, and will, if appropriate, direct students to further professional support services within the University, including the University Counselling Service (<https://www.counselling.cam.ac.uk/>), or other helpful support workshops run by institutions such as CUSU.

1.6 Graduates

1.6.1 Completion of PhDs

Students are expected to complete their degrees within nine terms (or twelve terms for four-year PhDs) and it is not in a student's best interest to take longer than the time expected to complete a degree. It is also the College's view that successful and timely completion of graduate study is primarily a student's responsibility. Both the Student Registry and current University practice recognise, however, that some 'over-run' beyond the nine terms may be required to finish a thesis and satisfy residency requirements. During this 'over-run' period, students are normally automatically exempted from payment of the University Composition Fee and the College Fee. The Student Registry will notify both the student and the College

Accounts Office when a Graduate student is thus exempted. For further information, see the Student Registry website. Students suffering hardship during an over-run period should consult Section 3 on hardship funding.

1.6.2 Intermission

Should Graduate students suffer serious disruption to their studies (e.g. by falling ill) they may apply for intermission on medical grounds. The application must be discussed with their Graduate Tutor, recognising that there may be significant financial implications to such an application, particularly if students receive funding from Trusts or Research Councils.

Students who become pregnant during their Graduate studies should also seek advice from the Graduate Tutors regarding intermission of their studies and applications to extend research funding. In all such cases, the College will endeavour to be as accommodating as possible, regarding intermission and financial assistance.

See also the page on Intermission on the University website:

<https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/medical-intermission>.

1.6.3 Deferring Submission

In cases where a Graduate student applies for leave to defer submission of a thesis, the College expects such students to have sufficient funds to cover maintenance costs during the period of deferment. It is important that Graduate students also take account of the period between thesis submission and the *viva voce* examination.

See also the page on Extending Your Submission Date on the Student Registry website: <https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/extending-your-end-registration-date>.

1.7 Libraries

1.7.1 University and Departmental Libraries

The University Library is one of a small number of copyright libraries in Great Britain, and also houses a sizeable collection of foreign books and periodicals, rare books and manuscripts. In addition, the University maintains specialised libraries in all Faculties and Departments. All University libraries offer help and advice on effective use of their resources; please consult individual libraries for further information. See the Cambridge Libraries section of the University website: <https://www.libraries.cam.ac.uk/>.

1.7.2 The Jerwood Library

The Jerwood Library is the College Library. Full details of the library facilities can be found on the College website: <https://www.trinhall.cam.ac.uk/about/library/>. Library users must, however, be aware that:

- No food of any sort may be brought into the Jerwood, primarily to conserve the Library's books and resources, but also to avoid generating antisocial odours, spillage and rubbish.
- Bottled non-alcoholic drinks with a secure top, hot drinks in covered cups and non-alcoholic drinks in cans are allowed in the Library. Alcoholic drinks and any drinks in open cups are not allowed.
- Silence must be observed in all rooms of the Library and mobile phones must be turned off or switched to silent.
- No laptops or tablets may be used in the Reading Room.
- The Jerwood is a no smoking area; please do not roll cigarettes or smoke cigarettes/e-cigarettes in the Library.
- Study areas should not be 'colonised' as this deprives others of free access to study spaces in the Library.
- The Jerwood is only open to current Trinity Hall members. It is not open to alumni, members of other colleges, visitors, or partners/spouses of Trinity Hall members.
- Charges are levied on overdue loans and on overdue recalled items. The rate is 25p per item, per day. There is a one day grace period. If a book has been recalled, the rate increases to 50p per item per day. Charges and fees are added to student's College bill at the end of each term.

Library users found repeatedly in contravention of Library Policy may be subject to College disciplinary proceedings.

2 Fees and College Bills

2.1 Fees

2.1.1 Undergraduates

Undergraduate fees differ depending on the student's classification as either a **Home (UK/EU)** student or an **Overseas/Islands** student, and also the year they commenced their studies. Fee status is determined by nationality and country of ordinary residence in the three years preceding the beginning of a University course – see the UKCISA website (<https://www.ukcisa.org.uk/>) for further details.

Documentary evidence of fee status may be required by the College and obtained by the Admissions Office via the 'Fee Status Assessment Questionnaire'.

Home (UK/EU) students

The University tuition fee paid by UK/EU undergraduate students depends on the year in which they commenced their studies:

- For students who commenced **before 1 September 2017**, the fee is £9,000 per year for all undergraduate courses. The fee for those studying on a year abroad is £1,350.
- For students who commenced **on or after 1 September 2017**, the fee is £9,250 per year for all undergraduate courses. The fee for those studying on a year abroad is £1,385.

Fees are charged to UK/EU undergraduate students in termly instalments as follows:

- Michaelmas Term: 25%
- Lent Term: 25%
- Easter Term: 50%

The Student Loans Company (SLC) provides tuition fee loans to UK/EU students; applications should be submitted via the relevant student finance award agency. The SLC will provide written confirmation of all loans and/or grants, which may be requested by the College. Students requiring a loan must submit a separate application for every year of their course. Students who fail to produce financial information by required deadlines, without good reason, may be liable to administrative charges and to being levied fees at an incorrect rate.

UK/EU students who are eligible for public support are usually exempted from paying an additional College fee, unless studying for a second degree. For every eligible student (usually Home/EU students, excluding those studying for an 'Equivalent or Lower Qualification'), the University claims government funding, part of which is distributed to the Colleges, and includes an amount known as the 'College Fee'. For every student who is NOT eligible for Student Finance (these students are termed 'privately funded'), the College must charge the College Fee of £8,745 directly to the student.

Overseas or Islands students

All other students are Overseas students and need to provide financial guarantees to cover the relevant costs for the duration of their studies. Visa and entry documentation also need to be finalised before arrival. For more information see the University's International Students website:

<https://www.internationalstudents.cam.ac.uk/>.

University fees for **current and prospective students** are available in the 2018-19 Fee Schedule: https://www.prao.admin.cam.ac.uk/files/2018-19_fees_schedule_website_apr_18.pdf.

In 2018-19, the College fee for overseas Undergraduates is £8,745.

2.1.2 Graduates

i) Evidence of Funding

Before coming into residence, Graduates must upload via their self-service account a completed financial undertaking form to show that adequate financial resources are available to cover fees and living expenses. College assistance with such costs is limited to studentships and research grants advertised on the Graduate Admissions website: <https://www.graduate.study.cam.ac.uk/finance/funding>. Both the College and the University are unable to assist any Graduates who claim, shortly after arrival, that funding which had been claimed prior to their arrival, is no longer available.

ii) University and College Fees

a) Graduate Students taking Postgraduate degrees

Graduate students taking the Master of Advanced Study (MASt) degree or Graduate Certificate in Education (PGCE) are taking Postgraduate degrees. They pay fees to the University and College that differ from Graduate fees. However, unlike other Graduate students, they are entitled to College-financed supervisions, arranged by Directors of Studies. University & College Fees for these degrees are shown in the following table:

Degree	University Fee		College Fee
	Home/EU	Overseas/Islands	
Master of Advanced Study (MASt) in Mathematics	£10,065	£19,449	£8,745
Master of Advanced Study (MASt) in Astrophysics, Physics or Materials Science	£10,065	£26,538	£8,745
Post Graduate Certificate in Education (PGCE) (commencing on or after 1 September 2017)	£9,250	£26,502	Included in University Fee

b) Graduate Students taking Graduate degrees

The University Composition Fees and minimum maintenance costs for Graduate degrees are on the Graduate Admissions website:

<https://www.graduate.study.cam.ac.uk/finance>. There are special formalities for certain Graduate funding arrangements, such as US Federal Loans and the Cambridge Trusts, as detailed in Appendix 2.

2.1.3 Postdoctoral Research Associates and Honorary MCR Members

College Membership Fees are £200 per annum. In addition, Postdoctoral Research Associates (PDRAs) and Honorary MCR members pay a £100 refundable deposit (or £250 if living in College accommodation). Rules for all students on deposits are in section 2.2 and rules for Graduates on overdue account charges in section 2.3.5 apply.

2.2 College Deposit

All students are charged a deposit of £250 by the College at the start of their course. This deposit is returned no sooner than six weeks after a student graduates, or leaves the College, minus any charges still owing to the College. These charges may include final term electricity, printing, catering charges, room damage, or other items identified after a student leaves. If outstanding charges exceed the value of the deposit a bill will be issued and the student is required to pay the balance.

All deposits are refunded by bank transfer and students should ensure their UK bank account remains open for this purpose until after their deposit has been refunded. Students due to leave Trinity Hall should make sure that the bank details held by the Bursary are up-to-date.

If students have not received their refunds from the College by mid-September, they should contact the Student Accounts Clerk (studentaccountsclerk@trinhall.cam.ac.uk).

2.3 College Bills

2.3.1 Student Accounts

All Undergraduate and Graduate students and PDRAs/Honorary MCR members have an account to which tuition fees and living expenses, including rent, food, laundry and electricity, are charged. Bills are issued at the start of each term, and at the start of the Long Vacation. All fees are paid through the College, including the University Composition Fee, which the College collects on behalf of the University. You can view your student account via the meal booking system under the fees and charges tab: (<https://portal.trinhall.cam.ac.uk/mealbooking/>).

2.3.2 Payment of Bills

The Accounts Office deal with all student bills and any queries should be directed, in the first instance, to the Student Accounts Clerk (studentaccountsclerk@trinhall.cam.ac.uk). Students should ensure that they are familiar with the information regarding bill payment specified below.

All members of College must pay, when required to do so, such fees and charges as may be due from them. The College has the power to determine, and from time to time to revise, the fees due from members of College and the charges to be paid for rents, meals and services by members of the College and others. No member of College shall remain in residence without the Senior Tutor's permission if they have failed promptly to pay fees and charges due to the College. The College may also refuse to present any member of the College for a Degree, Diploma or Certificate awarded by the University if that member has failed to pay fees due to the College or to the University.

The College will be sympathetic to anyone with problems obtaining funding and for those experiencing particular financial difficulties, loans, grants and bursaries are available. Please refer to section 3 on Financial Support. However, students should consult their Tutor and the Accounts Office before payment is due if they have any queries about their account or have, or anticipate having, difficulties paying a bill.

2.3.3 Methods of Payment

The College accepts the following types of payment:

- Sterling Cheques
- Banker's Drafts
- Bank Transfers (details are shown on the invoice)
- Debit Cards and Credit Cards (no surcharge is made by Trinity Hall)

The College does not accept Paypal, AMEX or Diners.

2.3.4 Due Dates for Payment of Bills

Bills will be distributed to all students at the beginning of the Michaelmas, Lent and Easter Terms, and at the start of the Long Vacation. Payment will be due within 14 days of receipt of the bill. The Accounts Office sends bills to students' @cam email addresses. Students who do not pay their bills on time will be sent email reminders, which are also copied to their Tutor.

All students must clear their accounts at least 2 weeks before graduation; otherwise students may not be able to graduate on the date they wish. Those graduating at General Admission on 27 June 2019 **must** clear their College accounts by Thursday 13 June 2019.

2.3.5 Overdue Account Charges

Students who do not pay their bills on time are liable to be charged an overdue account charge of £1 per day (but see additional overdue account charges for Graduates below) to cover the cost of the additional administration involved in monitoring overdue accounts and sending reminders. A charge of £15 may be made for cheques returned by a bank for any reason.

Students will also risk not being allowed to return to College and may not be presented for their degrees if money is owed to the College. Undergraduates seeking an extension must discuss any requests for deferred payment with their Tutor prior to the bill's due date; their Tutor may, in turn, consult the Accounts Office.

Where a student believes an overdue account charge should be waived, they must contact their Tutor to explain the reason for late payment. The Tutor may make a recommendation to the Accounts Office regarding the overdue charges, but the Accounts Office cannot waive any overdue charges without written consent from a Tutor.

Graduate Overdue Account Charges

Graduates who do not pay their bills on time are liable to be charged an overdue account charge of £1 per day from the due date. Repeated failure to pay a bill on time may incur an additional administration charge of £25 for bills of up to £25, £50 for bills of up to £50, and £100 for other amounts. Any circumstances affecting a Graduate student's ability to pay should be discussed immediately with the Graduate Tutor, via the Graduate Administrator.

2.3.6 Adjustment of Charges

Students who believe they need a charge adjusted on their College bill should inform the Student Accounts Clerk about the charge, who will contact the relevant department to investigate. If the Student Accounts Clerk agrees that an adjustment is applicable they will notify the student, who should then manually adjust any errors on the original bill. The Accounts Office will not usually issue a revised bill.

2.3.7 Refunds

If a student's bill shows a negative balance after all charges have been offset, they may request a refund (in full or part) by emailing the Student Accounts Clerk (studentaccountsclerk@trinhall.cam.ac.uk) from their @cam email address. Refunds are only made by bank transfer and any unclaimed amounts are carried forward to the next term.

3 Financial Support

3.1 Prospective students

3.1.1 Undergraduates

All Colleges of Cambridge University are committed to the principle that no student should be deterred from studying for a degree at the University by financial considerations.

To this end, there are many sources of support available, ranging from loans from the Student Loans Company and bursaries administered by the Government to bursaries offered by the University and Colleges, as well as private bank loans and overdrafts. Information on financial support available from the University is available on the University website in the following two places:

Financial Support for UK/EU students:

<https://www.undergraduate.study.cam.ac.uk/fees-and-finance/financial-support>

Financial Support for Overseas students:

<https://www.undergraduate.study.cam.ac.uk/international-students/financial-support>

3.1.2 Graduate Students

For Graduate students, the College runs an annual Research Studentships and Grants competition, and makes a number of awards with all decisions made primarily on the basis of academic merit. In a small number of cases, the College may also contribute to a Graduate student's potential portfolio of funding, in order to make studying at Cambridge possible, though any offer of financial assistance remains secondary to demonstrable academic excellence. (Such a partial portfolio may include part-scholarships from external funding bodies, private sources of finance, loans etc.). While the financial level of any award depends on the College's assessment of academic promise and, secondarily, financial need, it is anticipated that the equivalent of around six full-time Graduate studentships are awarded in any single academic year. For further details, see the pages for Graduates under 'Prospective Students' on the College website: <https://www.trinhall.cam.ac.uk/study-with-us/graduates/>

3.2 Current students

3.2.1 Financial support for Undergraduates

Hardship

Any Undergraduate who encounters serious financial difficulty should contact their Tutor in the first instance for information and advice. Like other Colleges, Trinity Hall has limited funds at its disposal to assist students experiencing unforeseen financial hardship. At the same time, the College also expects that students in need of financial assistance are willing simultaneously to exploit all sources of potential assistance available. Only by this means can all monies available be used to assist the greatest number of individuals.

Any Undergraduate experiencing serious financial hardship should begin by ensuring that they have been properly assessed for support by their Local Education Authority (LEA) since adjustments can be made to loan/grant amounts if a family's financial position has substantially changed between assessments. Second, banks and the Student Loans Company should be exploited for the maximum amount of credit available.

University Funds

- **The Cambridge Bursary Scheme** provides funding of up to £3,500 per annum for eligible UK and EU Students whose Household income is below £42,620. Full details are available on the Cambridge Bursary Scheme website: <https://www.cambridgestudents.cam.ac.uk/cambridgebursary>
- **The Bell, Abbott, and Barnes Funds** provide assistance to Undergraduate students in financial difficulties, and particularly to those suffering unexpected hardship. They provide grants of up to £2,000 per annum. Full details are available on the University website: <https://www.cambridgestudents.cam.ac.uk/fees-and-funding/financial-hardship-support-access-funds/bell-abbott-and-barnes-funds>.
- **Crane's Charity** provides financial assistance to member of the University who need treatment for physical or mental illness, or for injuries resulting from accidents, provided that treatment cannot conveniently be obtained under the NHS. Full details available on the University website: <https://www.cambridgestudents.cam.ac.uk/fees-and-funding/financial-hardship-support-access-funds/assistance-medical-costs-cranes-charity>.
- **Special Hardship Fund** – this fund is available to all students for cases of genuine hardship not ordinarily covered by other hardship funds. Applications must be made on a student's behalf by the Senior Tutor.

In addition to the funds listed above, students can search for further University grants and awards online via the Cambridge Funding Search: <https://www.student-funding.cam.ac.uk/>.

College Funds

Thanks largely to the generosity of College alumni Trinity Hall also has a reasonable provision of funding available to assist students experiencing financial hardship. Nearly all College funds are administered through the Benn Bursary Committee, which meets termly to address cases of unforeseen, accrued hardship. The termly deadlines for Benn Bursary applications will be advertised by the Tutorial Office.

The College will do all it can to inform the student community of available bursaries and funds, but it remains the responsibility of individuals to ensure they apply for all sources of financial support for which they are eligible, and that they have already made full use of all available state financial assistance before applying to the College.

The College is only able to assist students with costs associated with their current degree; it is unable to offer assistance with defraying costs incurred in making applications for future postgraduate or other courses or for aptitude testing associated with such applications.

The College reserves the right to request that any financial support awarded by the College be repaid if the student is successful in securing replacement funding from an alternative source.

Details of the financial support on offer, and eligibility requirements, are available on the Tutorial Moodle site: <https://www.vle.cam.ac.uk/course/view.php?id=160002>

Travel Awards

Trinity Hall Undergraduates are eligible to apply for a Travel Award once in their Undergraduate career, providing that the projected travel is primarily for educational purposes, and not purely for holiday/recreation. The amount of money awarded varies according to destination and content of trip and is judged against a gathered field of applications. Around sixty Travel Awards are usually made each year and have ranged in value from £100 to £1400. All award recipients are required to supply a brief report on their trip, together with receipts by 31 October; failure to do so will result in the Award being retrospectively rescinded. Travel Awards are advertised annually within College; details will be circulated by the Tutorial Office. Travel awards made to students in their final year of study will be paid retrospectively on submission of their report and receipts.

Long Vacation Residence Awards

The College recognises that, over the summer vacation, Undergraduates may wish to gain valuable types of work experience, including working in scientific laboratories or working for charitable organisations, based in Cambridge. To support the academic and career prospects of its Undergraduates, the College endeavours to make Long Vacation accommodation available and, where possible, may also subsidise Long Vacation accommodation costs, particularly if a work placement is unpaid/voluntary. All applications for Long Vacation residence, and financial assistance with accommodation costs, must be submitted together with formal confirmation of the precise dates and payment basis by the organiser of the vacation placement.

3.2.2 Financial support for Graduates

Research-related expenses

The College has a reasonable amount of money available for Graduates' research-related expenses. Such grants are typically available for research and fieldwork costs or for attendance at conferences. In all cases, the expenses must be confirmed as legitimate and accurate by the Graduate's supervisor, and confirmation also provided that no alternative source of funding is available (e.g. a Graduate's department or funding body). Financial support is not available to assist with trips specifically organised by a Graduate's course or for general interest. Should Graduates wish to apply for financial assistance, they should supply the Graduate Administrator with:

- a completed application form (available from the College website: <https://www.trinhall.cam.ac.uk/study-with-us/graduates/studentships-and-funding/>);
- a supporting letter from their supervisor; and
- a detailed budget showing their own contribution or proposed means of raising the requisite funds.

Hardship

If a student experiences, or anticipates experiencing serious financial difficulties, they should not hesitate to seek help or advice from College by consulting the Graduate Administrator in the first instance. The College may be able to assist with a hardship grant, or interest-free payment plan, in certain circumstances; however, it is expected that Graduates would apply for University hardship funding before approaching the College. There is one application deadline each term for University funding; full details are can be found here:

<https://www.cambridgestudents.cam.ac.uk/fees-and-funding/financial-hardship-support-access-funds/hardship-funding>. All Graduates should, however, be aware of the financial assurances they will have made to the University when accepting a place. Accordingly, the College is unable to assist Graduates who arrive in Cambridge with pre-existing financial concerns that are only disclosed after arrival. Likewise, the College would not normally expect to receive applications for financial support from students on one-year Master's courses.

The College regards it as extremely important for students to complete research degrees within the specified time limit. Accordingly, it will not normally offer financial assistance to cover any extension without very good academic reasons, or extenuating circumstances.

3.2.3 Disability Funding

The College may be able to help Undergraduates or Graduates and with additional costs accrued through acute disability (e.g. taxi costs in Cambridge). For further advice, students should consult their Tutors or Graduate Tutors.

Students with a registered disability should also be aware of the Disabled Students' Allowance. Information can be found on the Disability Resource Centre's website: <https://www.disability.admin.cam.ac.uk/students/financial-support/disabled-students-allowance>.

4 College-Owned Accommodation

4.1 Choosing a Room

4.1.1 Availability and Location of Accommodation

The College owns or administers over 500 rooms used to accommodate Junior Members. All rooms are located within College bounds or a short distance outside. Rooms vary in standard and size, as reflected in the rent charged.

Undergraduate Students

There is sufficient accommodation in College, its hostels and College-owned lodgings to house all Undergraduate students who participate in the JCR Room Ballot for the duration of their degrees

All first-year Undergraduates normally live on the College's Central Site. The majority of other students live on the Wychfield Site (Boulton House, Coote House and Wychfield New Build), or on Thompson's Lane (Bishop Bateman Court and WYNG Gardens).

Graduate Students

Graduate accommodation is located on the Wychfield Site (Launcelot Fleming House, Walter Christie House, Dean House, Herrick House, and Wychfield New Build).

Graduate students are only guaranteed accommodation for the first year of their course if they start in Michaelmas Term and if they submit an accommodation request form by 30 June and meet the conditions of their offer by 31 July. Students who start their course in Lent or Easter Term may apply for accommodation for the remainder of the Academic Year, but the College cannot guarantee availability.

Accommodation for further years may be available, but is not guaranteed. The number of rooms available each year for continuing students cannot be confirmed until after the 30 June deadline for incoming students to request accommodation. Should there not be sufficient rooms to offer accommodation to all continuing students who request it, a waiting list will be operated and rooms offered to those on the list as they become available.

4.1.2 Undergraduate Ballot

During the Lent Term, all continuing Undergraduate students choose accommodation for the following year in an order established by ballot and administered by the JCR. Students currently on a period of intermission do not take part in the ballot; see section 1.4.4 for arrangements for intermitting students.

Undergraduates may choose between three different types of accommodation licence and should consider carefully the duration most likely to suit their accommodation needs in the next year:

1. **Termly Licence:** Entitles students to residence for ten weeks during each term; no vacation periods are included. All first-year Undergraduates, and all those living at WYNG Gardens, are accommodated via termly licences, and students may also choose this licence through the JCR ballot.
2. **Termly Licence plus Easter Vacation:** Entitles students to residence for ten weeks during each term, and during the Easter Vacation (between Lent and Easter Terms). The Christmas Vacation and Long Vacation are not included. Students may choose this type of licence for certain rooms through the JCR ballot.
3. **Academic Year Licence:** Entitles students to residence from the start of Michaelmas Term to the end of Easter Term, including both the Christmas and Easter Vacations (but not the Long Vacation). Students may choose this type of licence for certain rooms through the JCR ballot.

As stipulated in the licence agreements, students choosing licences (2) or (3) receive a 20% 'holiday discount' during vacations. Students in their final year (or their third year if it is not certain that they will continue to a fourth year) are entitled to a 35% 'holiday discount' during the Easter Vacation. The 35% discount may only be taken once in a student's career and replaces the 20% discount stipulated in the licence. Those students eligible for the 35% discount will receive the appropriate adjustment on their College bill.

Undergraduates wishing to live out of College-owned accommodation require Tutorial permission to do so and must inform the College by 31 August of the preceding year. Undergraduates living in non-College owned accommodation should be aware that, by 'living out', they are likely to have forfeited their right to live in College-owned accommodation for the duration of that academic year.

4.1.3 Accommodation application for continuing Graduate Students

Continuing Graduate students may apply for College accommodation, but this is not guaranteed. Details regarding the application procedure will be circulated by the Graduate Administrator. Students who apply for accommodation will be advised of the outcome of their application after 30 June each year.

If available, Graduate accommodation is offered for the full academic year (28 September 2018 – 30 June 2019) and will only be confirmed upon return of the acceptance form and payment of a non-refundable £100 deposit (this will be offset against the Michaelmas Term rent). Rent is charged termly in advance for each thirteen-week period. Students applying for a flat should note that these are only suitable for couples, not two friends wishing to share accommodation.

4.1.4 Room Change Requests

Any student wishing to change rooms or to raise any matter concerned with room allocation should contact the Tutorial Office, in the first instance.

Undergraduate room-change requests for a forthcoming year cannot be handled between the completion of the JCR ballot and the third week of Michaelmas term. Undergraduate students wishing to change rooms during the course of the academic year will incur a £50 administration fee. In exceptional circumstances, the administration fee may be waived by the Senior Tutor.

Graduate room-change requests cannot be made until the third week of Michaelmas Term. Graduate students wishing to change rooms during the course of the academic year will incur a £50 administration fee, in accordance with the terms of the Graduate Accommodation Licence. In exceptional circumstances, the administration fee may be waived by the Graduate Tutor.

4.2 Residence

4.2.1 Signing in and Vacating Rooms

It is the responsibility of all Undergraduates to ensure that they 'sign in' and 'sign out' of College in the appropriate Residence Registers, which are located in the Porters' Lodges. For Undergraduates, signing the Residence Register is a University requirement and is used to calculate the number of days that students have been in residence during Term.

When vacating accommodation at the end of term (for those on termly accommodation licences) or at the end of the academic year, all temporary access cards and University cards (for those students not returning to College) must be returned in person to the relevant Porters' Lodge.

It is a student's responsibility, when vacating accommodation, to ensure that all doors and windows are locked. Students may be held liable for any damage or missing items if rooms are not left secure.

4.2.2 During Vacations

Undergraduates on Termly licences must vacate their rooms at the end of each Term. Undergraduates on Termly plus Easter Vacation licences must vacate their rooms for the Christmas Vacation. All undergraduates vacate their rooms for the Long Vacation. During vacations, it may be necessary for College staff to enter rooms to carry out repairs, or rooms may be used by conference guests or admissions candidates. All wardrobes should be cleared and belongings removed; limited storage facilities may be available but cannot be guaranteed.

When vacating, students must remove all personal belongings from their room. Communal areas such as kitchens, laundry and common rooms should also be checked and personal belongings (including food and kitchen equipment) removed. The College reserves the right to 'blanket charge' users of communal areas that are not cleared or are left in an unacceptably untidy or dirty state. Housekeeping staff have a short space of time in which to prepare rooms for conference guests and cannot take responsibility for any personal items left behind.

Students will be charged a flat rate of £60 if they have not vacated their room by the stated time in their accommodation licence (normally 10am) or if items are left behind in rooms and communal spaces that require disposal, including rubbish. All rubbish must be taken directly to the bins and must not be left in corridors, kitchens or any communal spaces; doing so may result in a 'blanket charge' being levied on all users of these areas. At the Junior Bursar's discretion, additional charges may be incurred for the following:

1. Leaving after 10am to such an extent that the room cannot be cleaned in time for a new arrival: an additional night's occupancy rate, and

2. Leaving after 10am and also leaving personal belongings or rubbish behind requiring disposal.

Students whose accommodation licences entitle them to remain during the Christmas and/or Easter vacations may be required to move to a different room in College for the vacation period.

Late Departures & Early Arrivals

Students may apply for an extension to their room booking for a maximum of one week before and after the period of entitlement to residence. These 'early arrivals' and 'late departures' must be consecutive to the beginning or end of entitlement. If the College has available accommodation and students are given permission to arrive early or stay late by the Tutorial Office, they will be charged the normal nightly rate for the room they are staying in. Students may be required to move to a different room in College for the extra nights. Extension beyond the end of entitlement to residence at the end of Easter Term will not be possible.

If a student arrives early or stays late without permission being granted in advance, and if the College has available accommodation, a rent of £60 per night will be charged. All charges for extra nights will be added to a student's College bill.

Vacation Storage

There is lockable storage available in some College rooms (listed below), which may be used during the Christmas and Easter vacations. Keys to access the storage may be borrowed from the nearest Porters' Lodge.

- Boulton House: there is lockable storage under the bed in each room
- Wychfield New Build: there is a lockable cupboard above the wardrobe in each room (NB. items may not be left in the wardrobe itself during vacations)
- WYNG Gardens: there is a lockable storage unit in the bedhead in each room
- Central Site: there is lockable storage under the beds on A, G and P staircases only

Please note that, for students whose accommodation licences do not include the vacation periods, no access will be possible to these storage areas during the vacation.

In addition to the in-room storage listed above, some storage space is available in College for international students to use during vacation periods. International students are those who are not normally resident within the United Kingdom. International student storage is limited and quickly becomes full. There is currently one facility available in the trunk store at Wychfield and a small area within Bishop Bateman Court for students normally resident there. Occasionally, some limited storage may be made available on Central Site, in which case this will be advised in the relevant 'End of Term Arrangements' circulated by the Junior Bursar. The porters will provide access to eligible students. All goods must be clearly marked with the student's full name, date of deposit and expected date of retrieval.

International student storage normally opens one week before entitlement to residence ends and all goods must be retrieved within one week of entitlement to residence starting the following term. Exact dates are as detailed in the 'End of Term Arrangements' circulated by the Junior Bursar.

Long Vacation

A limited number of College rooms may be available for current undergraduate students who are required to remain in Cambridge during the Long Vacation while they complete a lab placement, research placement or internship. Details of available accommodation will be circulated by email towards the end of Easter Term, along with an application form. Application forms must be received by the Tutorial Office at least two weeks prior to the requested arrival date. Any changes to arrival or departure dates will require at least two working days' notice.

4.2.3 Dates of Entitlement to Residence for Term-time residence contracts

2018-19

	First night	Last night	Departure	General Admission
Michaelmas	Fri 28 Sep	Thurs 6 Dec	Fri 7 Dec	-
Lent	Thurs 10 Jan	Wed 20 Mar	Thurs 21 Mar	-
Easter	Tues 16 Apr	Mon 24 Jun	Tues 25 Jun	Thurs 27 Jun

For future years, the University's Term Dates may be viewed online:
<https://www.cam.ac.uk/about-the-university/term-dates-and-calendars>.

4.2.4 Graduate Entitlement to Residence

Graduate students are obliged to occupy and pay for their accommodation from 28 September 2018 until at least 30 June 2019. Graduates may extend their tenancy beyond 30 June up to 31 August, provided they are still a registered graduate student. It may be necessary for students staying beyond 30 June to move to a different College room. All licence extensions beyond 30 June remain subject to the conditions of the original accommodation licence. A form will be circulated inviting students to nominate the date they wish to move out beyond 30 June. Please note that Graduates may only occupy College accommodation while they are students pursuing a course of study at the University; those students who are living in College accommodation up to and including their graduation day must vacate their rooms within a day or two of their graduation. Students will also be required to vacate their College room if, for any reason, they are removed from the University's Register of Graduate Students.

4.3 Rent and Licences

4.3.1 Payment of Rent

Rent for rooms in College and College hostels is charged on College bills; the rent is as stipulated in each student's accommodation licence. For Undergraduates on Termly licences, this covers residence for ten weeks during each of the three main Terms (in the Michaelmas Term, for the ten weeks from the Friday before the start of Full Term; in the Lent Term, from the Thursday before the start of Full Term; in the Easter Term, from the Tuesday before the start of Full Term) as well as the service of staircase staff. Alternative licences are available to include residence in vacation periods (see Section 4.1.2).

4.3.2 Subletting

The JCR operates a vacation 'subletting scheme' for College-owned accommodation, subject to Tutorial Office approval. At all other times, lending or subletting of rooms by Undergraduates requires written permission from the Senior Tutor. Graduate students may sublet their rooms if they obtain appropriate permission from both the Tutorial and Conference Offices; they should refer to the subletting conditions specified in the Graduate Accommodation Licence.

4.3.3 Council Tax

All self-contained flats are billed separately by Cambridge City Council for council tax. It is the student's responsibility to contact the Council (tel. no: 01223 457790) on moving in to advise them of the date of moving in and any accompanying residents. Council Tax may be applicable if a student is living with a partner who is not a student. Full-time students studying at a UK institution may be exempt from Council Tax but students must request a 'student exemption application form' from the Council and exemption only applies if all residents at the property are full-time students. Students requiring a letter from their College(s) confirming their student status should contact the Graduate Administrator. Properties to which Council Tax levies apply:

- All 12 Flats at Herrick House

Students residing in other College accommodation are not liable for Council Tax; full exemption applies to these student properties.

4.3.4 Accommodation Code of Practice

Please see Appendix 3.

4.4 Utilities

4.4.1 Heating, Lighting and Water

Room lighting, hot water and background central heating are included in room rents. Background central heating is provided between the hours of 7am and 11pm from the start of Michaelmas Term until approximately the end of Lent Term; the precise timing will depend on external temperatures. Additional heating, by electric heaters, and other electricity consumption is measured by meters to rooms or houses (in which case, the cost is apportioned amongst all users) and charged on a termly basis at a cost of 10p per unit.

4.4.2 Electrical Appliances

Electric heaters are installed in most rooms; consumption is metered and charged separately. No heating appliances other than those supplied may be used without permission of the Junior Bursar. Fridges are not allowed in rooms, unless for specific medical reasons and any requests should be made in advance to the Tutorial Office, to be considered by the Junior Bursar. Any fridges found in rooms without prior approval will be removed and any costs incurred in their return or disposal charged to the relevant student's account. Should permission be granted to have a fridge, students will require a current Electrical Safety Test Certificate which should be

available for inspection by the Head of Buildings and Services on arrival. Other electrical appliances such as microwaves or toasters must not be kept in rooms.

Transformers and non-EU converters are not allowed. All electrical equipment should comply with regulations before use in accommodation, and it is an individual's responsibility to ensure that such compliance is obtained. Only travel adaptor plugs which comply with British Standards (BS1363) may be used in College accommodation. The College keeps a small stock of British Standard adaptor plugs for sale in the Porters' Lodges. Any non-compliant travel adaptors found in rooms will be removed on safety grounds.

4.4.3 TV Licences

Students are responsible for obtaining a TV Licence for any television receiver brought into College, including using computers and other electronic devices to watch live broadcast programmes, or any content on BBC iPlayer. Students' home licences will not cover them and there is no College-wide cover. TV licensing authorities make checks on a regular basis and students are personally liable for any fines imposed. (NB: the MCR purchases TV licences which cover the occupants of some Graduate houses. The JCR also has licensed TVs in the JCR, and in Boulton House and on Wychfield staircases).

4.4.4 Items prohibited in College Accommodation

For reasons of health and safety, the following items are banned in residential houses of multiple occupancy in College, either in bedrooms or in shared kitchens and gyp rooms:

- candles
- incense burners / oil burners
- fairy lights
- daisy-chained extension leads (i.e. extension leads plugged into each other)
- bicycles
- shisha pipes
- certain cooking equipment: deep-fat fryers, chip pans, rice cookers, slow cookers, portable hobs, hot plates and grills (including George Foreman grills and sandwich makers)
- additional furniture
- portable heaters
- electric blankets
- pyrotechnics and fireworks
- untested electrical appliances
- travel adaptor plugs which do not comply with British Standards BS1363
- home-brewing equipment

Correctly tested kettles are allowed in bedrooms, and correctly tested toasters are allowed in kitchens and gyp rooms.

4.4.5 College IT Network

The College's IT Office (<https://itsupport.trinhall.cam.ac.uk/>) provides advice to current students on all IT issues

Most student rooms have a 100Mbit/s Ethernet network connection. All student rooms and communal areas should also be covered by the UniOfCam and Eduroam wireless networks. Use of the wired and wireless networks is included in room rents.

Students may transfer up to 50GB of data per term on the wired network for free. Data traffic beyond the termly quota will be charged to students at the cost to the College, currently £0.10 per GB. For more information on the network and to monitor your usage, consult the College's IT Office via the College Service Request system, <http://service.trinhall.cam.ac.uk/> or email to itsupport@trinhall.cam.ac.uk.

4.5 Security

4.5.1 Security

The College does not accept responsibility for damage to, or loss of, private property in College. Students are strongly advised to lock their rooms whenever they leave them and should remember that money and easily portable articles, such as mobile phones, cameras, computers, stereo equipment and radios, are particularly vulnerable. Valuable items should not be visible via windows seen by passers-by. Nor should doors or windows be left open in unoccupied rooms. Please ensure that communal areas are secure by closing entrance doors properly. Bicycle theft is a particularly common crime in Cambridge, even when bikes are securely locked.

Undergraduates living in College accommodation are covered by a mandatory student room insurance policy. This policy is provided via S-Tech Insurance Services Ltd and gives a basic level of cover for personal possessions in rooms, bicycle cover, £5,000 licensee's liability cover and cover for items left in College accommodation during vacations. The cost is approximately £13 pa and is added to undergraduates' Michaelmas Term bills. A higher level of cover may be arranged (for an additional fee) direct with S-Tech, if required. Further information about student room insurance, including FAQs and the policy wording, is available on the Tutorial Moodle site: <https://www.vle.cam.ac.uk/course/view.php?id=160002>.

MCR members are strongly advised to take out their own insurance. Leaflets from different companies will be available in the Porters' Lodge or contact S-Tech Insurance Services Ltd. Cover should be arranged as soon as possible after arrival in Cambridge.

Junior Members have a key role to play in fighting crime within College. The dispersed nature of the College properties, particularly the complex around Bishop Bateman Court and the Wychfield site, makes Trinity Hall vulnerable to those with criminal intent, and the vigilance of Junior Members is vitally important. Suspicious persons should be challenged and/or reported to the Porters and other concerns regarding security should be reported to the Head Porter who liaises directly with the Bursar and the Head of Buildings and Services.

4.5.2 College Gate

The Central Site Main Gate is closed at midnight during term and 10pm out of term. The back gate onto Garret Hostel Lane is closed at all times. Outside these times students may obtain access to the College via the Main Gate using their University Card.

The Wychfield Site has 24-hour access via the University Card. Students unable to use their Cards on certain days, for religious reasons, can obtain a key from the Porters' Lodge.

4.5.3 Loss of Key, Access Card or University Card

It is very important that all keys issued are looked after securely. Loss of a key for a College room not only poses a security issue but also incurs costs. Anyone who loses a key is charged £25 for its replacement via their College bill and this charge applies to all types of key issued.

The loss of a University Card should be reported to the Porters' Lodge immediately so that it can be deactivated and a temporary replacement issued. To obtain a permanent replacement, which incurs a charge of £15, students should apply to the Bursary (on T staircase) who will contact the University Card Office (this should take no more than a few days).

Temporary access cards can be signed out from the Porters' Lodge as a means of obtaining access to a room whilst a lost or defective University Card is replaced. Reminder e-mails will be sent to students in possession of temporary access cards. Should these cards be retained for longer than two weeks without explanation, they will be de-activated and replacements created. A £15 charge to cover the replacement fee will be added to the student's College bill.

Replacement charges will also be incurred for any keys or cards that have not been returned to the Porters' Lodge at the end of each term.

4.5.4 CCTV Surveillance System Policy

Details of the policy governing the College's CCTV surveillance system can be found at:

<https://www.trinhall.cam.ac.uk/about/college-governance/college-policies/>

4.6 Catering Facilities

4.6.1 Self-Catering Facilities

While eating in Hall is an important aspect of College membership, students are also able to cook their own meals or host dinners for others. Each staircase has one or more basic kitchens or 'gyp rooms', equipped with basic self-catering facilities for student use. As these are communal facilities, students should be mindful of neighbours when using kitchens or gyp rooms; NB: students must keep cooking noise to a minimum outside of music hours (refer section 6.2.1).

Please note that students are not allowed to use microwaves or toasters in their rooms (see section 4.4.2 above).

4.6.2 College Cafeteria and Dining in Hall

When using the College cafeteria and dining in Hall, Trinity Hall members should present their University card at the point of sale to pay for their meal. The charges will automatically be added to individuals' College bills. Price Band A applies to

Junior Members living in College accommodation and Price Band B applies to those living out. NB: Price Band B will apply to anyone paying for another person's meal, irrespective of whether or not that person is a member of Trinity Hall. Only food that has been bought from the cafeteria may be consumed in the Dining Hall.

Formal Hall, Grad Hall and Super Hall

Formal Hall must be pre-booked on line according to the rules and regulations of the meal booking system (<https://portal.trinhall.cam.ac.uk/mealbooking/>). Super Halls are arranged on certain Friday evenings, with themed menus. Students are encouraged to bring guests, to a maximum of three guests per student and subject to availability. Bookings should be made via the meal booking system (<https://portal.trinhall.cam.ac.uk/mealbooking/>), where menus can be found. A surcharge of 60% on the food costs of meals will be added to the price of guests' meals.

One bottle of wine (75cl) per person may be taken into the Dining Hall. This may be purchased from the Aula Bar or from outside the College. Wine purchased outside College will be subject to a corkage charge to be paid in the Aula Bar. In both cases, the bottle of wine will be marked to indicate it has been seen by College bar staff and is approved to be taken into Hall. Further details are available on the Intranet.

Dietary requirements for the diner and guests must be indicated when making the booking. Any late requests will be subject to a late diet change charge for each course and cannot be guaranteed.

Dress Code

The dress code for formal dinners at the College is lounge suit/jacket with a tie, or the appropriate equivalent. College Members should wear their gown, and guests who are members of the University are also encouraged to wear a gown. Anyone appearing in jeans, training shoes, beach footwear, and/or hats or caps, will be refused entry. Jackets/gowns must be kept on during the Formal Hall. Members should ensure their guests are aware of, and comply with, the dress code.

Mobile and Electronic Devices

The use of cameras, mobile phones, or any other electronic device is not allowed during Formal Hall meals at any time. Members should ensure that they and their guests' mobile phones are switched off before coming in to dine. Voices should be kept at a reasonable level.

Members who bring guests to Formal Hall are reminded that they are responsible for the behaviour of their guests during the meal.

Etiquette

Dinners are formal occasions and it is expected that members and their guests will remain seated throughout. Moving around tables, particularly during service, creates a problem for both staff and other diners. It is also not usual to leave the table during meals but, if members need to leave at any point, they should exit and return as discreetly as possible. Please note that this dispensation is not intended for taking cigarette breaks. Diners should arrive in good time and be seated by 7.25pm. Should diners be delayed and arrive late, they should report to the Front of House supervisor before taking their seat.

Groups should contact the Manciple prior to the function if they require special seating arrangements, diners without such arrangements will have to sit where places are set, place settings will not be moved and dietary requirements altered once dinner starts to accommodate late arrivals.

Diners are expected to show respect for guests, other diners and staff. The Front of House supervisor on duty has been instructed to ask any member or guests exhibiting unsociable or unacceptable behaviour to leave the meal.

‘Drinking games’ are not permitted.

4.6.3 Aula Bar and Coffee Shop

Aula Bar

Alcoholic and non-alcoholic drinks, confectionery etc., are on sale in the Aula Bar. Please note that alcoholic drinks **cannot** be charged to students’ College accounts. The Bar is open to members of the College and College Staff in Full Term from 18:00 with the closing time posted at the door.

Coffee Shop

The Coffee Shop (located in the Aula Bar) sells a full range of hot and cold drinks, sandwiches and snacks. It opens at 9:30 on weekdays, and midday on Saturday and Sunday, in Full Term. Only food bought in the Coffee Shop/Aula Bar may be consumed there.

4.7 Cleaning and Care of Rooms

4.7.1 Room Cleaning

Rooms are cleaned once weekly and communal bathrooms, showers and kitchens are cleaned every weekday. Rubbish bins are emptied every weekday. Bedmakers may enter rooms any time after 8:30 to do so; if students do not wish to be disturbed on any particular day, they should leave the bin outside their door. The College’s Housekeeping staff do, however, have the right to enter rooms for cleaning at least once a week; a charge will be made for cleaning if rooms are excessively dirty at the end of Term and deducted from the student’s room deposit.

4.7.2 Room Audit and Damage to Property

The College expects all students to respect its property and requires payment to cover any damage caused. Room furnishings are unlikely to be new and may already be showing signs of wear and tear. During the course of a year’s residence, the College accepts that further deterioration is inevitable and charges will only be levied for abnormal damage (whether deliberate or accidental) such as tearing, breaking or staining. Accidental damage reported promptly can often be rectified at small cost, or even free of charge, whereas damage discovered at a later date may prove expensive and difficult to repair. To avoid being charged for previous damage, students must complete the online room audit form within one week of moving into their room. Students are asked to remember that many other students will expect to use a room after them. They should avoid damaging walls or woodwork and the use of Blu-Tack or Sellotape is forbidden. Drawing pins should only be used with

pinboards provided in certain rooms. Students should also be mindful of potential responses to externally visible flags and posters. Students must not interfere with the electric wiring in rooms as this may lead to serious fire risks.

4.7.3 Cleaning Up Mess

Students should respect the needs of other residents and clean up any mess created e.g. spillage of drinks or food or through anti-social behaviour (see Section 7.1). Cleaning utensils can be found on most staircases, in the Laundry Room on L staircase, or on request from the Porters' Lodge. If cleaning involves bodily fluids, a Bodily Fluids Disposal Kit should be used which is available from the Porters' Lodge. For health and safety reasons, such incidents must always be reported so that staff can promptly check cleanliness.

Self-contained flats are checked on a regular basis by various College Departments (Housekeeping, Maintenance, Fire Officer). Rooms and communal areas such as kitchens, bathrooms and Common Rooms are also checked to ensure that students are taking responsibility for their cleanliness. Any areas repeatedly found to be excessively messy will be reported to the Domus Tutor, Senior Tutor or Graduate Tutor for further action.

4.7.4 Maintenance and Repairs

If problems, requests or queries about furniture or maintenance of items in rooms cannot be resolved by the appropriate Bedmaker, students should contact an appropriate member of the Housekeeping staff.

The Maintenance Department has responsibility for the overall upkeep of all College buildings and also carries out small-scale refurbishment and upgrades of College property. The department includes persons from varying trade backgrounds, including Electricians, Plumbers, Carpenters, Decorators and General Handymen.

The Maintenance Department will schedule access to each student room once a year for a property maintenance check and to carry out minor upgrades, repairs and safety checks. The timing of such visits will be notified to students in advance, and access should not be unreasonably refused. All Maintenance personnel wear uniform, which should be easily recognisable, bearing the College crest, and photos of all Maintenance staff are available on the intranet, on the staff photos link: <http://photosheet.trinhall.cam.ac.uk/Staff/>.

Should students, at any time, be unsure as to the legitimacy of an individual's presence within College property, or seeking access to a room, they should request to see a Maintenance ID card or University card, which should be carried at all times. Genuine members of the Maintenance Department will not be offended by such requests.

Contacting the Maintenance Department

The Maintenance Department manages its reactive and planned maintenance workload via a computerised Maintenance Management System.

College Members should report faults and request upgrades via the online Service Request form (<http://service.trinhall.cam.ac.uk/> - this can also be used for IT and

Housekeeping). Students should read the submission form's guidance notes to ensure that they select the correct Department for the quickest resolution of the issue reported. Please note that Maintenance requests may only be made using this system. Students who do not own a computer may use public access computers within College to access the system.

The system logs the date and time of requests, all actions logged on the request and subsequently the date that a request is completed. Users receive e-mail notifications of actions taken on each request and when a request is closed, unless they elect not to receive notifications.

4.7.5 Furniture

Rooms are furnished appropriately for student requirements. Students are not allowed to bring any additional items of furniture into College, unless prior permission has been obtained from the Junior Bursar in extenuating circumstances. Examples of such items include camp beds, blow-up mattresses and office chairs. Additional furniture found in a room will need to be removed by the student or will be removed by College and associated costs charged to the student. If furniture not belonging to the College is only found after the student has vacated, and it has been left on the College's premises, the student will incur a charge for its disposal.

4.7.6 Pets

The keeping of pets is **not** permitted, and no animals may be brought into the College hostels or grounds, other than assistance dogs. Any pets found on College property will result in disciplinary action being brought against the student involved. Students in College accommodation who need to keep an assistance dog must obtain prior written approval from the Junior Bursar.

4.8 Linen and Laundry

4.8.1 College Linen

All students in College accommodation are provided with a duvet, pillow(s) and mattress protector as standard. This is included in the room rent.

With the exception of those living in self-contained flats in Herrick House, all students may request to have bed linen supplied and laundered by the College. The charges for this service are outlined in section 4.8.2. Students who opt in to this service will receive a clean pillowcase and sheet every week, and a clean duvet cover every two weeks. Clean linen will be delivered on Fridays and dirty linen should be left outside rooms on the following Monday for collection before 10am. This is extremely important as College linen is hired on an exchange basis; allowing linen to accumulate in rooms will cause a shortage for other users.

Students who choose to provide and launder their own bed linen, and those living in self-contained flats in Herrick House, will not pay any additional laundry charges. Please be aware that personal bed linen must be laundered regularly, and the mattress protector provided should be used at all times. Any damage to mattresses may result in a charge being levied.

Students will be able to opt in or out of receiving College linen at the same time as accepting their Accommodation Licence.

4.8.2 Linen Charges

Students who choose to have their bed linen supplied and laundered by the College will have the following termly charges added to their College bill:

£27.20 per term for students on a term time only licence (single bed)

£32.20 per term for students on a term time only licence (double bed)

£31.75 per term for students on a term time plus Easter vacation licence

£35.35 for students on an Academic Year licence (including graduate students)

4.8.3 Laundry Facilities

The College provides laundry facilities across the 3 sites, including L staircase on Central Site, New Build staircases and Boulton House at Wychfield, and at Bishop Bateman Court and WYNG Gardens. The machines cost £2 for washing and £1 for drying, with washing powder and other laundry products provided by the user.

The JCR website (<http://www.jcr.trinhall.cam.ac.uk/>) includes a quick link allowing students to check whether washing machines are currently in use by other students.

4.9 Guests

4.9.1 Guests

Guests & Visitors

Any guests visiting Junior Members should announce their arrival at the Porters' Lodge and expect to wait for collection by the Junior Member. No entry will be permitted to unaccompanied guests, except in the case of those attending supervisions or visiting on other College business.

Guests of Junior Members should not enter staircases before 10am so as not to interfere with the work of Housekeeping staff.

Temporary Guests

Temporary guests (i.e. those not staying overnight) may be permitted access to College if accompanied by a Junior Member, unless the presence or behaviour of the guest(s) is likely to cause disturbance to other College members. Temporary guests would not normally be permitted enter or remain in College after midnight. Temporary guests may be refused entry to, or directed to leave the College by the Porters if they are likely to cause a disturbance to other College members.

Overnight Guests

Junior Members in College-owned accommodation are permitted to entertain overnight guests in their rooms for a maximum of three nights in any seven consecutive nights, up to a maximum of ten nights in any calendar month. All guests staying overnight **must** be registered with the nearest manned Porters' Lodge (or by

telephone to the Central Site Lodge on 01223 332500) to ensure that the College can reasonably account for all persons on premises in the event of a fire, evacuation, or other emergency situation. Overnight guests may be refused entry to, or directed to leave the College by the Porters if they are likely to cause a disturbance to other College members.

Junior Members are responsible for the conduct of their guests and are responsible for ensuring that overnight guests are registered with the Porters' Lodges and do not exceed the permitted number of nights stay.

Junior Members who fail to take reasonable action to control their guests' behaviour in College, or who fail properly to register their overnight guest may be subject to disciplinary action.

Porters will be the final arbiters in determining whether guests are "likely to cause a disturbance" to others. In doing so they may consider all the attendant circumstances, which may include: numbers of persons present, complaints from others, whether alcohol is a factor, the time of day/night, noise (music/voices/furniture/media devices), or unreasonable use of facilities.

College accommodation is not suitable for children under 16 to stay as overnight guests. No guests are permitted to sleep in communal areas such as common rooms or lounges.

A student wishing to share their room with another Trinity Hall student who is also paying for accommodation elsewhere in College property may do so on the proviso that the Porters are notified of the extra person in the room on the nights they stay. Use of the facilities (i.e. showers/kitchens) should be considered on the basis of fellow students and appropriate consideration of others' living requirements and facilities is expected.

Undergraduate students with academic year licences may **not** allow any guests, including other Trinity Hall students, to use their room during vacation periods unless they are also present at the time and the Porters' Lodge has been informed, as outlined above. The only exception is for those taking part in the JCR Subletting Scheme (see section 4.3.2).

Guest Rooms

Members of College who wish to invite guests to stay may apply to the Conference Office by email (events@trinhall.cam.ac.uk) for a guest room. Guests may rent a standard room at the agreed rates with the Conference Office for a maximum of three nights. On the last evening of a three-night stay the guest is allowed to request a further three nights but will only be accepted subject to availability, and at the Conference Office's discretion.

5 Health and Safety

5.1 Registering with a General Practitioner

All students are required to register with a local GP (General Practitioner) as soon as they arrive in Cambridge. This ensures that emergency care is available if required and health services may be accessed quickly and easily during a student's studies. This is especially important for students with underlying health conditions. Students with allergies are reminded to carry their EpiPen at all time. Although students are not permitted to register with both a Cambridge GP and one at home, they may register in Cambridge during term-time and see their home GP during vacations, by completing a temporary residence form, or by re-registering with their home GP. Cambridge GPs are accustomed to liaising with other practices and hospitals throughout the country and to sharing student records; hospital appointments should not be affected, as student may usually elect to be seen at any hospital.

EEA nationals

Non-UK European Economic Area (EEA) nationals should obtain a European Health Insurance Card (EHIC) before coming to the UK to access NHS services for free in the UK.

Students exercising their right to reside in the UK are required, in accordance with UK EEA regulations, to hold comprehensive sickness insurance throughout their period of residence in the UK. Having a valid EHIC issued by an EEA member state other than the UK satisfies this requirement if they are residing in the UK on a temporary basis as a student. Further information is available on the International Student Team's website:

<https://www.internationalstudents.cam.ac.uk/arriving/healthcare-uk>.

Tier 4 students

Students on a Tier 4 student visa and coming to the UK for 6 months or longer will have paid an immigration health surcharge as part of their visa application fee. This entitles students to access NHS care free of charge in the same way as a permanent UK resident. This also applies to a student's spouse and children if they are in the UK as the student's visa dependents. Students may need to pay for dental and optical treatment, as well as for any medicine prescribed by a doctor and collected from a pharmacy. There are also exceptions for particularly expensive discretionary treatments. Further information is available on the International Student Team's website: <https://www.internationalstudents.cam.ac.uk/arriving/healthcare-uk>.

5.2 College Mental Health Team

Trinity Hall employs a Mental Health Team to offer specialist support, information and advice to students experiencing any mental health-related issue. They have a wealth of experience in mental health.

To contact the Mental Health Team, students may be referred by their Tutor or may self-refer by emailing mha-trinhall@trinhall.cam.ac.uk.

When appropriate, the Team will signpost students to other health and welfare providers, including GPs, NHS Mental Health Services, and the University's Disability Resource Centre. The University also runs a Counselling Service (<https://www.counselling.cam.ac.uk/>) for students, which operates on a self-referral basis.

5.3 Confidentiality

Students should be aware that, within Trinity Hall, College Tutors and Tutorial Office staff cannot promise to maintain absolute confidentiality because, if students or other individuals are in danger, further help may need to be sought. Nonetheless, confidentiality will normally be maintained within the College welfare team on a strictly 'need-to-know' basis.

5.4 Fire

Junior Members are particularly asked to acquaint themselves with the College's fire regulations. The College's Fire Safety video is available via YouTube (<http://www.youtube.com/watch?v=K65Q30UohMs>) and should be viewed. Students should familiarise themselves with the location of break-glass fire alarms. A compulsory fire safety and security briefing is given to all new members of College. Any abuse of fire equipment or fire doors, including propping open fire doors, may result in disciplinary action.

Setting off fire alarms through negligence (including unsupervised cookers or toasters) or, in particular, through malice, is also treated seriously, and fines or other disciplinary action may be imposed.

Remember. Fires happen when least expected and often at night. Fires also spread very quickly, damaging property, injuring and killing people. Hence:

Prevention. Consider the fire safety of everyone when cooking, using electrical appliances and heating appliances. Smoking and the use of candles in the accommodation are forbidden.

Detection. If College members hear the fire alarm or discover a fire, everyone should be evacuated from the building, to await instructions.

Escape. College members should consider escape routes, as well as alternatives if a primary route is blocked.

5.4.1 Tampering with Fire Safety Equipment

Tampering with fire safety equipment includes the inappropriate use of fire extinguishers, wedging open of fire doors, and interfering with the smoke/heat detectors either by removing detectors from their housing or covering them. All such actions have potentially fatal consequences; the College spends considerable time and money ensuring its fire safety is of the highest standard; safety equipment must, accordingly, be fit for operation at all times.

The College is alerted immediately whenever a detector is tampered with and the system relays location information to the Porters' Lodges. If regulations are violated,

the College is liable to hefty fines from external institutions, as well as costs incurred in rectifying the situation and resetting safety systems. If fire safety equipment is inappropriately tampered with, such costs will be referred to the individual – or group of individuals – responsible. Such costs will be notified soon after the infringement and added to a student's College bill at the end of term. The following penalties apply:

1. If a smoke / heat detector is tampered with in a student's room:

£30 if during the hours of the Fire Safety Porter (paid by the room occupier).

At cost* if out of hours and the Fire Safety Porter is called out. Overtime rate plus travelling time and expenses (paid by the room occupier).

At cost * if the Fire Safety Porter is unavailable and the College's external maintenance company is called out (NB this may be over £100; paid by the room occupier).

2. If a smoke / heat detector is tampered with in a communal area:

£30 if during the hours of the Fire Safety Porter (shared payment by users of the communal space).

At cost* if out-of-hours and the Fire Safety Porter is called out. Overtime rate plus travelling time and expenses (shared payment by users of the communal space).

At cost* if Fire Safety Porter is unavailable and the College's external maintenance company is called out (NB this may be over £100; shared payment by users of the communal space).

3. If a fire extinguisher is used inappropriately:

£60 if during the hours of the Fire Safety Porter (shared payment by users of the communal space).

At cost* if out-of-hours and the Fire Safety Porter is called out. Overtime rate and travelling time and expenses (shared payment by users of the communal space).

At cost* if Fire Safety Porter is unavailable and the College's external maintenance company is called out (NB this may be over £100; shared payment by users of the communal space).

4. If an alarm is activated due to irresponsible behaviour (e.g. cooking left unattended):

At cost* and each incident will be discussed in isolation.

* The exact sums will reflect costs incurred by the College in rectifying the situation.

No charges are levied for faults to detectors due to malfunction or wear and tear, but only for individuals who blatantly remove or loosen detectors. In the case of fire

extinguishers that are used or removed from their designated position for any inappropriate purpose, costs incurred in ensuring that extinguishers remain serviceable are charged to the individual or group of individuals responsible.

5.4.2 Fire Alarm Testing

The fire alarms are tested at the same times each week in all properties. If the alarm is activated at any other time, evacuate the building immediately and go to the designated fire assembly point. Assembly points are listed on the fire safety notices in each room.

The Fire alarm testing schedule is as follows:

Wednesday: BBC (incl. offices) and WYNG Gardens, between 10:30 and 11:30
Central Site, from 15:00 onwards

Friday: Wychfield Site, between 11:00 and 12:00

5.5 Smoking

Trinity Hall has a strict **NO SMOKING** policy within all accommodation and inside communal areas. This no smoking policy also applies to e-cigarettes, except that students can smoke e-cigarettes in their own rooms. There are several designated outside smoking areas which each contain receptacles for the disposal of used smoking materials:

- Central Site: Cherry Tree Court, an area of the patio outside the Terrace Room.
- Central Site: North Court seating area, only when the bar is opened for licensed sales from 18:30 – 23:30.
- Wychfield Site: two areas, one at the Fitzwilliam College/Storey's way boundary in the area near Block A and one at the Huntingdon Road boundary in the area near Dean House in the small bicycle shed.
- Bishop Bateman Court: An area in the BBC car park near the garden.
- WYNG Gardens: An area in the BBC car park near the garden (smoking is not permitted anywhere within the confines of WYNG Gardens)

Disciplinary procedures will apply to any College members who do not comply with this policy; disciplinary procedures may involve a fixed penalty charge and possible criminal proceedings.

5.6 Safety

Students suffering any form of serious injury (particularly head injuries and/or injuries requiring hospital treatment) should notify the College Porters. Captains of College sports teams should likewise ensure that any serious injuries sustained by their team members are reported to the Porters, as well as any serious injuries sustained by non-Trinity Hall students which occur on College property.

Walking or climbing on roofs, or entering any construction site in College, is dangerous and not permitted.

6 Recreation and Leisure

6.1 Social Occasions

6.1.1 JCR and MCR

JCR

The Junior Combination Room (for Undergraduate students), next to the Aula Bar & Coffee Shop, includes a pool table, dartboard, chess sets and Freeview and Sky TV.

MCR

The Middle Combination Room (for Graduate students) comprises two adjoining rooms: the Red Room and the Blue Room. The latter also contains a small kitchen. The Red Room contains computers connected to the university network and the internet, together with a television offering the standard UK Freeview channels. The kitchen attached to the Blue Room is open to all MCR members, and has a fridge, toaster, microwave, coffee maker and teapot, as well as crockery and cutlery.

6.1.2 College Bops and Events

The JCR and MCR arrange a full programme of Entertainments ('Ents') which are held subject to an agreed code of practice.

JCR Bops and Discos, which normally occur fortnightly during Term, require Governing Body permission to be held.

The MCR do not have set dates for Bops, but the MCR Ents Officer notifies members of upcoming events via email and the website.

All members of College, including College Staff, ensure that such events are run safely, legally and without causing inconvenience or offence to non-participants. Gate-crashing social events at this, or any other, College is forbidden.

6.1.3 Meetings, Private Parties and Room Bookings

All Cambridge colleges are required to have and to observe written procedures on how to manage the risk assessment and subsequent organisation both of 'external events', which in this context includes all bookings made by individuals or groups from outside Trinity Hall, and of all bookings made by students or staff of Trinity Hall. In giving permission for an event or booking, the College will observe its policy on freedom of speech (see section 7.6).

Parties

The College has several rooms across various sites that can be booked by Junior Members to host private (i.e. non JCR or MCR) parties. Please use the Student Event Room Booking Form: <https://www.trinhall.cam.ac.uk/intranet-links/student-events-room-booking-form/>.

Private parties (e.g. birthday parties or other private celebrations) are normally only allowed on Friday or Saturday evenings, and are expected to end promptly by 23:00

and for all guests to have left the site by 23:30. The host is responsible for the good conduct of guests during the party and for ensuring all guests leave the premises by 23:30. A host remains responsible for guests who fail to leave the premises and may be charged for any damage caused. Hosts must ensure that rooms used (and, where relevant, those on adjacent staircases) are cleaned and tidied immediately after the event and that neighbours are consulted adequately in advance. Permission will not normally be granted for large parties at which a substantial proportion of those present are not College members. Any damage or cleaning costs are charged to the host's College bill.

College members are charged £25 for a room booking for a private party (regardless of the duration of the event) which is added to the host's College bill.

Bookings **must** be made at least 72 hours in advance of the event and bookings **must** be made for **all** parties; permission cannot be granted for requests made outside this time period. **Please remember that College offices are not open on Saturday or Sunday.**

Permission must be obtained for all parties held in College, Bishop Bateman Court, WYNG Gardens and Wychfield. Initial requests should be made using the Student Event Room Booking Form (<https://www.trinhall.cam.ac.uk/intranet-links/student-events-room-booking-form/>) and are subject to approval by the Domus Tutor. Permission is not granted until forms have been approved and the prospective host notified by the Conference Office. Anyone holding an unauthorised party within the College will be reported to their Tutor. Permission will not be granted for **any** private parties during the last four weeks of Full Easter Term as Junior Members undertake examinations.

Not all social gatherings constitute 'parties' which require permission: e.g. dinners or film nights held in the common areas of a student's own College accommodation do not require booking though the online form. They remain subject to the usual rules on music hours and the bringing of guests into College and neighbours should be consulted in advance. Where such an event includes non-College members, please advise the relevant Porters' lodge appropriately.

Society meetings

The College has several rooms that may be booked by College members for society meetings or events.

Initial requests for a society event should be made using the Student Event Room Booking Form (<https://www.trinhall.cam.ac.uk/intranet-links/student-events-room-booking-form/>). Rooms may be used by (a) members of the College, (b) College clubs and societies, and (c) University clubs and societies provided a member of the College makes the booking. Permission is not normally granted for large meetings at which a substantial proportion of those present are not College members.

Charges for booking public rooms in College are reviewed annually. College societies, including the JCR and MCR, are normally not charged for the use of College rooms to conduct their business. For University societies or private events, the current charge is £25 per booking irrespective of length of event; charges are levied on the host's College bill.

Hosts are responsible for the good conduct of guests, and for ensuring that rooms and, where relevant, staircases, bathrooms and gyp rooms are tidied after events. The host should be the person who signs out the relevant key from the Porters Lodge. Any damage or cleaning costs are charged to the host's College bill.

Bookings **must** be made at least 72 hours in advance of the event; permission cannot be granted for requests made outside this time period. **Please remember that College offices are not open on Saturday or Sunday.**

6.1.4 Use of College Gardens

The JCR or MCR must obtain written permission for any activity involving the erection or installation of equipment in College Gardens. Permission is sought, in the first instance, by contacting the Domus Tutor. Agreement in writing from the Head Gardener for the proposed use of the gardens and proposed structures must also be obtained, and the proposed activity must not clash with any other event. The College has a duty of care to ensure that activities are properly supervised and conducted appropriately; accordingly, there is a requirement for any commercial company supplying equipment to provide the College with a method statement and risk assessment; for further advice, contact the College Health and Safety Advisor. Given the seriousness with which the College takes health and safety provision, any activities that do not adhere to the above protocol will be liable to disciplinary action.

With the exception of the June Event, which is heavily supervised by both internal and external professional staff, the hiring and use of inflatables such as bouncy castles or zorb balls is forbidden. If hired for the June Event, persons under the influence of alcohol will not be permitted to use such items and they should not be used in wet weather conditions.

6.1.5 Barbecues

For health and safety reasons, barbecues can only be held on the designated site outside the pavilion at Wychfield (apart from the JCR's Freshers' Week Barbecue). Barbecues are **not** permitted during the last four weeks of Full Easter Term as Junior Members undertake examinations.

Barbecues for eight or more people should be booked as a college event with approval required from the Domus Tutor before the barbecue can be made available; this can be done using the on-line form: <https://www.trinhall.cam.ac.uk/intranet-links/student-events-room-booking-form/>.

For barbecues involving less than eight people, the barbecue may be booked as wished from the Wychfield Lodge; the last booking accepted will commence at 20:00 and must finish by 22:00. For further information on the Wychfield barbecue, please see Appendix 4.

6.2 Good Neighbour Policies

6.2.1 Music Hours

Other than in the Music Room, students should be mindful of their neighbours when playing musical instruments or using sound reproduction via radios, stereos and other forms of sound reproduction.

The hours of 13:00 – 21:00 daily have been designated ‘Music Hours’. Musical disturbance outside these hours is forbidden and may lead to disciplinary action.

6.2.2 Public Spaces

Taking short-cuts across College lawns on Central Site is forbidden at all times.

When using public spaces in College, including Latham Lawn and the Wychfield gardens, appropriate clothing must be worn e.g. not pyjamas or swimwear.

Only during ‘music hours’ and in Easter Term and Long Vacation may croquet or bowls be played on certain lawns, such as the Latham Lawn on Central Site. No other games may be played. It is important that Latham Lawn remains tidy after such games.

During the Examination period, there is a moratorium on all games on Latham Lawn on account of the disturbance caused to those studying nearby and in the Jerwood Library.

College members should also refrain from creating loud disturbances out-of-doors after music hours have ceased: singing, shouting – and even loud conversations – often disturb both Junior and Senior Members resident in College. This is particularly the case during the sitting of University examinations in Easter Term. Such disturbances are treated as violations of the rules on music hours and are treated accordingly.

College members wishing to use any area of College as a filming location must obtain prior written permission from the Bursar before any filming can take place.

6.2.3 Flag-Flying Policy

Trinity Hall normally only flies two flags: the College flag and the Union flag. As a standing item for the March Governing Body, the Rainbow Flag will also be flown on certain dates.

The College flag is raised at the following occasions:

- All Congregation/Graduation days
- Address by the Vice-Chancellor and Election and Admission of the Proctors
- Honorary Degrees
- General Admission to degrees
- The Saturday of the Alumni Weekend

The College flag is raised half-mast for the following occasions:

- The date the College is notified of the death of a resident member of College or Honorary Fellow, the day of the funeral and day of the memorial service.
- The date the College is notified of the death in service of a member of staff.

The College flag can also be raised at any other time as requested / approved by the Master.

The Union Flag is raised on the following Royal occasions as advised by the January publication of the University Reporter:

- 6 February – Accession of HM The Queen
- 21 April – Birthday of HM The Queen
- 11 June – Official Birthday of HM the Queen

The Union Flag will be raised if requested and/or approved by the Master usually following special command from Her Majesty, e.g. a royal visit. The Union Flag will be raised to half-mast on the announcement of the death of the sovereign until the funeral.

Under the standing agenda item of the March Governing Body, the Rainbow flag will be raised on the following dates in support of LGBT+ students and staff:

- 1 February – first day of the LGBT+ History Month
- 17 May – to mark International Day Against Homophobia Transphobia and Biphobia (IDAHOT)

6.3 Transport

6.3.1 Cars and Motorcycles

Parking in central Cambridge is exceedingly limited, and the City and the University authorities do not encourage the bringing in of cars. Junior Members of the University are accordingly not allowed to drive, or keep, a motor vehicle, other than a moped, without permission from their College, and of the University's Motor Proctor. Proctorial permission is unlikely to be given to Undergraduates without exceptional, generally medical, reasons.

A condition of the Proctorial licence is that vehicles must have off-street parking. There is no parking available at Central Site or Thompson's Lane, and very limited parking at Wychfield.

Parking permits are issued for current academic years only and permit-holders must reapply at the beginning of each Michaelmas term. Renewal is not guaranteed and each case is considered on merit. Only one vehicle per registered student is allowed, sharing permits is expressly forbidden, and breach of these conditions will lead to permits being withdrawn.

The application process for a parking permit is as follows:

1. An application form must be completed in advance of the start of Michaelmas term and submitted to the Tutorial Office by the advertised deadline.
2. If Tutorial permission is gained and the Head Porter confirms a parking space is available, the Tutorial Office will issue a Motor Proctor form which the student should take to the Proctor's Office.
3. If Proctorial permission is granted the permit should be brought to the Deputy Head Porter so that a copy can be kept on file. A College parking permit will then be issued.

6.3.2 Bicycles

It is a University and College requirement that all students register bicycles, via the Porters' Lodge. All bicycles must have the College letter 'H' followed by the number assigned to its owner clearly painted on the frame. Pens for this purpose and numbers are issued by the Porters after completion of a registration form. Student bicycles must not be left in the Fellows' garage or anywhere else in College, except in racks provided.

Cycling in Cambridge can be dangerous and cyclists must be particularly vigilant in watching out for other cyclists, cars and lorries. All cyclists must have functioning brakes and visible front and rear lights at night (officially as early as 15:30 in winter), or risk an on-the-spot fine from the Police. Brakes and lights will also be checked by police in the case of an accident. Cyclists are strongly advised to wear helmets. Please also note that many Cambridge streets are one-way or no-cycle areas, and cycling in forbidden areas is breaking the law.

6.3.3 Trinity Hall Bicycle Policy – Fellows, Students and Staff

The aims of this policy are three fold:

- a) To ensure all bicycles belonging to Trinity Hall members are properly registered.
- b) To ensure all bicycles stored on College grounds are secure.
- c) To ensure all bicycles are kept in identified storage locations only.

1. Registration

i) Students

All bicycles brought into College must be registered on the College bicycle registration database, either by new students at the start of their first year or current students acquiring a bike or changing their existing bike. For new students, bikes must be registered at the Central Site Porter's Lodge within two weeks of their arrival at the beginning of an academic year. If a student acquires or replaces a bike during an academic year, the new bike must be registered within two days of bringing it into College. Each student is only allowed to have one bike at any one time unless they are a member of a cycling team and require a second bike for racing purposes.

Upon registration, bikes will be marked with an H for Trinity Hall, the year of matriculation, a U, G or P for member type and the student account number for ease of reference. This identification number must be clearly marked at all times. Previous Undergraduates who continue as Graduate students must re-register their bike as the registration number will change.

ii) Fellows and Staff

All bicycles brought into College by Fellows and Staff must be registered with the College, either because they are a resident in accommodation, they leave a bike on College property for College travel, or they cycle to College and leave a bike in College during their hours of work. Bikes must be registered at the Central Site Porter's Lodge within two weeks of starting at the College or two days if acquired during the academic year. Each resident / employee of the College is only allowed to have one bike at any one time.

A Fellow or staff member will receive a coloured numbered tag which needs to be attached to the handlebars of the bike for ease of identification.

2. Storage and Security

All bikes must be stored in cycle racks only. These designated areas operate on a first come, first serve basis. If you are unable to locate a cycle rack within College, you will need to secure your bike outside of College grounds.

i) Any bike left outside of a designated cycle rack where an obstruction or damage could be caused will be reported to the Porters' Lodge and may be immobilised or moved. A note may also be attached to a bike stating that it has been found in a non-cycle storage area and needs to be moved, or that the registration marks are not visible. Should the identification number not be clearly visible, the College has the right to remove a bicycle as per item 3.i.

ii) Bikes are not allowed under any circumstances to be stored in College accommodation. If it is reported that bikes are being kept in accommodation the individual will be asked to move it immediately. The surrounding area will then be assessed and charges may be levied for any damage considered to be the result of the storage of a bike.

iii) At the end of the academic year, all students finishing their studies at Trinity Hall must remove their bikes from College. For Undergraduates, this will mean removal by the first Saturday after Graduation. For Graduates, Fellows and students, this will mean removal no later than seven days after they leave the College.

3. Bicycle Culls

The College will endeavour to provide as many bike racks as it practically can to meet the demand for spaces. This will not always be possible and to ensure racks are not taken up with redundant or unregistered bikes, the College will undertake the following.

i) At the end of each term, during the subsequent vacation, the Head Porter will arrange a bike cull. The purpose of the cull will be to remove bikes that are either no longer in use, not registered or the registration marking is not clearly visible, or is registered to a student or staff member who has left College.

ii) In advance of the cull, the Head Porter will email all Fellows, students and staff making them aware of the intended cull and advising that all bikes will be inspected and compared against details on the College's bicycle registration database. A warning will be included that any bikes not registered and/or clearly marked may be earmarked for removal and disposal.

iii) During the cull, the College will check to see whether the bike has been registered and/or clearly marked. If it hasn't, the College team will remove the bike from College grounds and dispose of it in the most economical way, which may include selling it on. This may require cutting of locks to free the bike from College property. The College does not accept any liability for any loss as long as the College has followed the procedures detailed above. Any bicycles removed as part of this process will be retained for a reasonable period to allow owners to reclaim and register them as required by this policy.

4. Further Points

i) All bikes must be removed from North Court for the June Event. Owners of bikes kept in North Court are required to follow the advice of the Head Porter issued prior to the June Event.

ii) Students who will be abroad for the following academic year must remove their bike from College grounds. If their bike remains on College grounds during their year abroad, it may be removed as stated under 3.iii.

ii) Under point 1.i, it is made clear that bikes must not be stored in College accommodation. The College has therefore put in place a storage facility for students who are members of the University Cycling Club (or similar) and own an expensive bike. The College has allocated a garage at Wychfield for limited cycle storage which will be charged at £10 a term per bike. The garage will be locked at all times with a key, only accessible to those that store bikes in the garage. The charge will continue as long as the key has not been returned. This is the only reason the College consider bringing an expensive bike to College is justified. For further details, please contact the Head Porter for a registration form.

7 Student complaints procedure, and policies concerning antisocial and criminal behaviour

7.1 The College's Complaints Procedure

7.1.1 Introduction

The College is committed to the highest quality of educational, pastoral and other forms of provision for its members and welcomes comments and suggestions from JCR and MCR members about the services it provides. College members wishing to make a suggestion or comment about the College's services may do so informally at the point of delivery or by contacting the individual in charge of the relevant College department (see below), the individual's Tutor or the Senior Tutor.

From time to time, students may feel dissatisfied with some aspect of their dealings with the College. On occasion, students may wish to make a complaint about the service they receive or about the behaviour of another member of the JCR or MCR or a member of the College's staff or Fellowship.

The College encourages students to indicate any cause for concern in individual or general matters and is keen to address any issues as constructively and efficiently as possible. Many issues can be resolved through informal discussions without the need for a formal complaint to be made.

What is a complaint?

A complaint is an expression of dissatisfaction about the College's action(s) or lack of action or about the standard of service provided, or about the conduct of a member of College, whether staff, student or Fellow. Examples of complaints include, but are not limited to:

- misleading or incorrect information in prospectuses or promotional material and in information provided by the College
- concerns about the delivery of teaching-related services
- poor quality of facilities, learning resources or services
- complaints about harassment, bullying or discrimination (further guidance on harassment is set out elsewhere in this section of the Student Handbook)
- complaints about the conduct of another student, a member of staff or a Fellow

The appropriate College procedure

Some issues may more appropriately be considered under alternative processes rather than under the Complaints Procedure. For example, the following are not normally dealt with as complaints:

- a concern about a decision regarding student progression, academic assessment and awards
- dissatisfaction about the outcome of an academic misconduct or disciplinary process

- a concern regarding a decision made under other specific regulations, such as fitness to study

Students unsure whether their concern should be raised under the Complaints Procedure in the first instance, should speak to their Tutor, or the Senior Tutor. It may be necessary for some issues to be dealt with under the Complaints Procedure and others under another procedure. The College will inform students of the implications, if any, of following two procedures at once, particularly where one procedure may need to be suspended pending the outcome of the other.

Students should note that in the event of any inconsistency between any procedures in the Handbook, and any provision of the College Statutes and Ordinances, the provisions in the latter will prevail. The Statutes and Ordinances can be found at <https://www.trinhall.cam.ac.uk/about/college-governance/college-statutes/>

Overview of the Complaints Procedure

This section of the Handbook sets out the procedure for any undergraduate or graduate member of the College who wishes to make a complaint (hereafter referred to as 'students') and to any former JCR or MCR member who has completed his or her studies at the College within the past three months.

Since many complaints can be resolved quickly and effectively without recourse to a more formal process, the College's procedures have been developed with this approach in mind.

The College's procedure consists of an informal stage; a formal stage; and a review stage. At any time during the informal or formal stage of the Complaints Procedure, a complaint may be referred for mediation if requested or agreed to by the complainant.

Support for students

There are many sources of support in College for students who are considering making, or who have made, a complaint, as well as for those who are the subject of a complaint. Sources of support are set out in this section of the Student Handbook.

All students are encouraged to seek support from the College. Students are also entitled to nominate a representative to assist them with handling any issues under the Complaints Procedure. Under the College Ordinances, the representative may be a Tutor, other Fellow, an officer of the Trinity Hall JCR or MCR or an officer of CUSU or the Graduate Union. If a student wishes to be represented by any other person, the student must apply for the consent of the Governing Body, or Committee dealing with the matter.

7.1.2 The principles governing College's approach to student complaints

The College's Complaints Procedure is designed to:

- Be fair and impartial
- Ensure that there is a presumption of innocence until the contrary is proved on the balance of probabilities
- Be transparent and easy to access

- Be flexible and timely, ensuring that concerns and complaints are dealt with as quickly as possible
- Clearly communicate processes, decisions and the reasons behind decisions
- Ensure decisions are taken without actual or perceived conflicts of interest
- Ensure an appropriate level of confidentiality
- Include support for students
- Enable the College to use the information gathered to improve services for students

Fairness and equality

The College aims to handle all complaints in a sympathetic, fair and efficient way that encourages informal conciliation, facilitates early resolution, maintains individual privacy and confidentiality and permits useful feedback.

The raising of a genuine complaint will in no way disadvantage any student in his or her subsequent academic career or in College life, but the College expects that complaints will not be of a non-substantive, vexatious or malicious nature.

The College is committed to its duties under equality law and any student who requires any reasonable adjustments to be made regarding the Complaints Procedure should seek the guidance of his or her Tutor or the Senior Tutor in the first instance.

Impartiality

The College recognises that it has a duty to ensure that its procedures for handling complaints are free from partiality arising from personal or institutional conflict or any other source of bias.

Confidentiality

In the first instance, the confidentiality of any complaint made to the College will be maintained if the complainant so wishes, so far as is reasonably practicable. Information will only be released to those who need it in order to investigate the matter(s) complained about and on a no-names basis where possible.

Where a complaint is of a personal nature against another individual, it is likely that the complainant's identity will, however, need to be revealed at some stage, in all but the most exceptional of cases, in order to facilitate a fair investigation. If a student refuses to name a person central to the complaint, the College may be unable to investigate further.

The College will endeavour to inform complainants of the extent to which their identity is likely to be revealed at each stage of the procedure and will seek to ensure that no third party is told any more than is necessary. Documents may be redacted (that is, parts covered over) to enable another person to understand the nature of the complaint whilst allowing the complainant's confidentiality or the privacy of others to be maintained.

Anonymous complaints

In line with the College's approach to confidentiality, it should not be necessary for a student to seek to bring an anonymous complaint and the College reserves the right

not to accept complaints made anonymously. Anonymous complainants should be aware that raising an anonymous complaint may impede any investigation into the complaint and therefore the outcome.

Timescales

The College aims to consider all complaints in a timely manner. It will acknowledge receipt of a complaint in writing when it receives an informal complaint in writing and when it receives a formal complaint or an appeal. The acknowledgement will set out the likely timescales for dealing with the complaint under the relevant stage of the process.

The deadlines within which the College aims to respond to complaints are as follows:

- Within 20 days of receipt in the case of a complaint made in writing under the informal procedure.
- Within 40 days of receipt of a complaint being referred to the Master under the formal procedure.
- Within 30 days of receipt of an appeal against the outcome of complaint brought under the formal procedure.

This is dependent on the complainant providing documentation to the College in good time. It will also depend on the nature of the complaint. In addition, in some cases an investigation may take longer, for example in order to ensure all elements of a complaint have been appropriately considered and addressed. In other cases, the College's stated usual deadlines may be exceeded because, for example, key staff are absent due to work commitments, when the College is closed, e.g. over the New Year period or during the University's summer Research Period when staff tend to take longer periods of absence. In some cases it may be in a student's best interests to delay a particular stage of the procedure, for example to avoid examination periods.

If it is not possible to meet the outcome deadline, the College will inform the complainant of this and of when it expects to be in a position to respond.

The College will keep records of student complaints, including any action points and sanctions, and these will be shared with appropriate members of College staff, for example to ensure compliance with sanctions. These records will be retained for the period of time set out in the College's data protection policy. Any verbal decisions made under the Complaints Procedure, save those made during informal discussions before a complaint is made in writing, will be confirmed in writing.

To assist in the process of auditing the quality of its services and responsiveness, the College **monitors** receipt of all comments, suggestions and complaints in ways that respect the confidentiality of individuals involved. The individual responsible for collating data on complaints received is the College's Compliance Officer.

Frivolous or vexatious complaints

The College will not consider a complaint, or continue to consider a complaint, which it reasonably considers to be frivolous or vexatious or which is conducted in a vexatious manner. Examples include:

- complaints which are obsessive, harassing or repetitive

- insistence on pursuing non-meritorious complaints and/or unrealistic, unreasonable outcomes
- insistence on pursuing what may be meritorious complaints in an unreasonable manner
- complaints which are designed to cause disruption or annoyance
- demands for redress which lack any serious purpose or value.

If, having commenced investigating a complaint, the College reaches the view that the complaint is frivolous or vexatious, it will write to the complainant explaining that it is terminating its investigation into the complaint and giving its reasons.

A student may appeal against a decision not to consider, or not to continue to consider, a complaint by writing to the Master, usually within 14 days of the outcome being communicated to the student. The Master or his nominated designate will aim to reply within 14 days of receipt of the student's letter of appeal.

Acceptable behaviour

There is an expectation that all those involved in a complaint will act reasonably and fairly towards each other and will treat the process with respect. The College recognises that individuals may act out of character in times of trouble or distress; however, it has a duty towards the welfare of its staff and students and so it reserves the right to decline to consider, or to continue to consider, a complaint where the complainant's behaviour is not in line with its expectations.

The College will usually inform a student in the first instance of any unacceptable conduct and why it considers the conduct unacceptable. If the behaviour continues, the College will consider steps such as requesting the student contact the College via a particular individual or in a particular form, asking the student to appoint a representative to liaise with the College or entering into an agreement with the student regarding his or her conduct. In the rare event that these measures are unsuccessful, the College reserves the right to terminate its consideration of the complaint and to consider whether the student should be dealt with in accordance with its disciplinary policy.

A student may appeal against a decision not to consider, or not to continue to consider, a complaint by writing to the Master, usually within 14 days of the outcome being communicated to the student. The Master or his nominated designate will aim to reply within 14 days of receipt of the student's letter of appeal.

Complaints about conduct which may amount to a criminal offence

Further information about complaints involving alleged actions which may constitute criminal offences, including physical and sexual misconduct and harassment, is provided in more detail in subsequent sections of this Handbook.

7.1.3 Informal procedure for handling complaints

Preliminary advice

Students considering making a complaint may wish to seek preliminary advice or help from any of the persons listed in Appendix 1. Many problems can be resolved quickly and efficiently by consultation or discussion with the right person - such as a Tutor, Director of Studies, Junior Bursar and others who may be able to solve a

problem directly, intervene or at least offer suitable advice about how to proceed or where to go for assistance or advice.

Complaints about sexual misconduct will automatically be escalated to the formal stage of the Complaints Procedure. Further information about such matters is set out in more detail later in this Handbook.

Informal discussion

The College anticipates that the majority of complaints will be handled informally in the first instance.

Students who experience a problem with any service provided by the College, the behaviour of any College member or member of College staff, or anything else within the College's control should, if appropriate, raise the matter with the individual concerned as soon as possible following the occurrence of a problem and, ideally, within one calendar month.

The student should:

- in the case of complaints relating to services provided by Trinity Hall, approach the person(s) responsible for the area relevant to the complaint (i.e. the Head of Department or College Officer).
- In the case of complaints about the behaviour of another member of the JCR or MCR or a member of the College's staff or Fellowship, approach a Tutor or another individual listed below.

The aim of such discussions is to come to an understanding of the exact nature of the student's dissatisfaction and explore appropriate resolutions. A complaint may not always produce the outcome the student seeks. There may be a number of reasons for this, for example lack of evidence to substantiate the complaint or when the level of service is affected by circumstances beyond the College's control.

Broader complaints regarding matters of College Policy should be directed to the appropriate College committee through student representatives (see Appendix 3); the relevant student representatives may be contacted directly through the Trinity Hall JCR and MCR.

Group complaint

There may be occasions when several students wish to make a joint complaint (e.g. about a problem affecting a number of people living in College residential accommodation, or about provision of teaching in a certain subject). In such cases, it is generally unhelpful for the whole group to approach the person(s) responsible and appointment of a spokesperson is usually the most efficient approach. If no member of the group is willing to act as spokesperson, an alternative is that the help of a student representative (i.e. someone not involved in the matter concerned) is enlisted to act for the group during the informal procedure and this person may be accompanied by one or two members of the group.

Escalating a complaint

In cases where a student feels that the nature of their complaint is too serious to be addressed via discussion with the individual concerned, whether directly or through a Tutor or other third party, or where such discussion has not provided a satisfactory

conclusion, a complaint should be made in writing by the student or the student's nominated representative, who should be a College member or an officer of CUSU or the Graduate Union. This should usually be received by the College within 30 days of the conclusion of any informal discussions.

If the complaint relates to a non-academic service received, or the behaviour of a member of the College's staff, the complaint should be directed, in the first instance, to the Junior Bursar.

If the complaint relates to an academic service received, or the behaviour of another member of College (whether student, Postdoctoral Research Associate, College Fellow or alumnus), the complaint should be directed, in the first instance, to the Senior Tutor.

If a complaint involves more than one of the above dimensions, or the complainant is unsure as to the appropriate remit, the complaint should be directed, in the first instance, to the Senior Tutor.

In some cases, the first stage of the informal procedure outlined above may already have involved the Junior Bursar or Senior Tutor. Should the complaint remain unresolved at the end of that stage, or in the event that the complaint is itself against the Junior Bursar or Senior Tutor, the complaint should be put in writing to the Master, who will appoint another Fellow to act in place of the Junior Bursar or Senior Tutor.

Investigation of an informal complaint

In each case, the Junior Bursar or Senior Tutor will acknowledge receipt of the complaint and investigate the matter as soon as practicable. S/he will aim to provide a considered response to a complaint within 20 days of its receipt, with any subsequent remedies implemented with minimum delay. In certain circumstances, (e.g. during the University's summer 'Research Period'), a longer time-frame may be required in order to facilitate a full and thorough response.

7.1.4 Formal procedure for handling complaints

It is hoped that very few complaints will remain unresolved after the informal stage. As indicated above, students are expected to have considered all avenues of local, informal resolution before initiating a formal complaint.

Should a complaint remain unresolved after the informal procedure has been completed, a complainant may request that the Junior Bursar or Senior Tutor (or another Fellow acting in the place of the Junior Bursar or the Senior Tutor) refer the matter to the Master. Such a request should usually be made in writing within 30 days of the student receiving the outcome of the informal stage.

Complainants will be invited, at the outset, to indicate the form of remedy being sought, without prejudice to the final remedy determined. Students should also provide evidence in support of their complaint.

The College aims to provide a full and considered response to the complaint within 40 days of the complaint being referred to the Master and to implement any remedy with minimum delay.

Investigation committee

If it is considered that the complainant has provided clear reasons for the complaint have been put forward and it is not of a vexatious or frivolous nature, the Master will, with delegated authority from the Governing Body, appoint a Junior Members Committee (JMC), as set out in Ordinance 12, to undertake a full assessment of the complaint, with further investigation if necessary.

No person who has had, or may have, any personal involvement in the matter to which the complaint relates may comprise part of the committee's membership.

Unless the complainant objects, or the Senior Tutor is of the opinion that the allegations and/or evidence are such that Junior Panel Members should not be appointed, the chair of the JMC shall invite one or two Junior Panel Members to sit as members of the JMC.

Investigation

The JMC appointed to investigate the complaint shall receive of a copy of all documentation relating to the informal stage of the Complaints Procedure. The chair of the Committee may talk to key staff or other students, as well as collating documents and other evidence. The purpose of the investigation is to establish the facts relevant to the issues raised in the complaint and to enable the College to provide the complainant with a full, objective and proportionate response.

The chair of the JMC shall write to the complainant informing him/her of the committee's composition and the date on which it is scheduled to meet and soliciting any further submissions the complainant may wish to make. The chair will also clarify exactly what is being investigated and will inform the student if the proposed resolution is not something the College can reasonably provide.

If the complaint is made about another person or persons, the chair will decide whether the case should be considered under this Complaints Procedure or instead be dealt with under the staff or College disciplinary procedure, as appropriate. If the decision is made that the disciplinary procedure is more appropriate, the chair will make the necessary referral and inform the complainant of this decision. Matters will then proceed in accordance with the relevant disciplinary procedure.

If it is decided to proceed under the complaints procedure, the chair of the JMC shall, at the same time s/he writes to the complainant, write to the person(s) against whom the complaint has been made, informing him/her of the complaint; of the committee's composition; the date on which it is to meet; and inviting him/her to make any written submissions the committee may wish to consider.

Copies of all written submissions and other documentation relating to the complaint shall be sent to the complainant and to any person(s) complained against at least seven days before the committee meets.

Notice of the date on which the Committee will meet will usually be given at least 10 days in advance of the meeting. If the date is inconvenient for the student, anyone against whom the student has complained or any representatives, this should be notified as soon as possible and in any event at least 5 days before the intended date of the meeting. Reasons should be given and the Committee will decide whether an alternative date for the meeting should be offered. If anyone invited to attend a meeting does not turn up, the Committee may adjourn the meeting or may

proceed in the absence of the complainant, his/her representative and/or any individual, or representative of any individual, against whom the complainant has complained.

Investigation committee's meeting

The JMC will proceed as set out in Ordinance 12. If the matter involves another person, it may instead be dealt with under the College's disciplinary procedure for students or for staff, as appropriate, in which case the relevant disciplinary procedure will be followed.

If a student is required to attend a meeting as part of the investigation of the complaint, as well as the JMC meeting to determine the complaint, s/he is entitled to be accompanied by a representative. Under the College Ordinances, the representative may be a Tutor, other Fellow, an officer of the Trinity Hall JCR or MCR or an officer of CUSU or the Graduate Union. If a student wishes to be represented by any other person, the student must apply for the consent of the Governing Body, or Committee dealing with the matter. The name of the representative must be given to the chair or his or her designated point of contact at least two working days before the meeting.

Committee decision and remedies

The Committee shall reach a decision as soon as possible after hearing the case and shall, usually within 40 days of the date when the matter was first referred to the Master under the formal stage of this procedure, supply the complainant and any person(s) complained against with a clear written statement of the committee's response to the complaint, its decision, the reasons for reaching that decision and the details of any remedy, which the College will aim to implement without delay. If it is not possible to meet the outcome deadline, the College will inform the complainant of this and of when it expects to be in a position to respond. Any factual inaccuracies in the written statement should be communicated to the College without delay.

Where a complaint is upheld, appropriate remedies may include, but are not restricted to, one or more of the following: a written and/or oral explanation or apology; a change in College practice or policy which is formally documented and implemented within a reasonable timeframe; financial compensation either directly or in the form of a charitable donation; disciplinary or other appropriate action against another student, member of College staff or Fellow.

If disciplinary action is taken against a member of staff or another student following the College's investigation, the complainant will be notified of this fact. However, the complainant will not be provided with any further information about the disciplinary proceedings or outcome, in line with the privacy rights of the member of staff or student in question.

7.1.5 Appealing against a complaint outcome

Should a complainant wish to appeal against a decision reached by the JMC under the formal procedure, an appeal may be made to the College's Appellate Committee, the composition and protocol of which is described under Ordinance 12. Students should note the timeframe within which an appeal should be submitted and in particular the grounds on which an appeal may be brought, which are as follows:

1. The College made a significant administrative error when considering the complaint, for example because it failed to properly follow the complaints policy.
2. The complaint outcome was not reasonable.
3. The student has additional evidence to put forward which it was not possible, for valid reasons, for the student to submit earlier in the complaints process.

A complainant who is dissatisfied with the outcome of an appeal to the Appellate Committee may make a complaint to the Office of the Independent Adjudicator for Higher Education (OIA) within 12 months of the College's Complaints Procedure having concluded. The OIA will not usually consider a complaint which has not been through all stages of the College's Complaints Procedure and for which the student cannot provide a Completion of Procedures letter. The College will issue a Completion of Procedures letter at the conclusion of an internal investigation into a complaint.

Further details of the OIA's remit, together with a link to the OIA complaint form, can be found at http://www.oiahe.org.uk/media/42715/oia_intro_leaflet_16pp.pdf and additional information about the OIA is also available from the College's Compliance Officer.

7.1.6 Matters falling outside the College's Complaints Procedure

Students may, of course, also wish to make a complaint about a matter that does not fall within the College's remit but within that of **another institution** (e.g. a University Faculty or Department) or another College.

In such a case, the first step is to identify the appropriate point of contact within that institution. In the event of uncertainty as to where responsibility for a certain matter lies, advice should be sought within Trinity Hall from a student's Tutor or the Senior Tutor. Thereafter the complaint may either be made directly to that individual or a student may request his/her Tutor, Director of Studies or the Senior Tutor to take up a matter on his/her behalf.

University Processes

The University has established a range of complaint, review and appeal procedures, designed to cover academic, non-academic and personal matters.

University Complaints Process

Within the University, the Office for Student Conduct, Complaints and Appeals (OSCCA) has a specialist staff to deal with student complaints centrally in the University.

The Office administers its own **Students Complaints Procedure** (<https://www.studentcomplaints.admin.cam.ac.uk/student-complaints>) which exists for handling complaints arising in a particular domain and which is open to all matriculated students within the University, both undergraduate and graduate.

The procedure may be used where, for instance, a student wishes to complain about a particular course of study or course of research (e.g. University teaching or supervision), facilities or other service issues (e.g. academic and other support services). The procedure may also be used for dealing with complaints about the behaviour of others in a University setting (e.g. a member of University staff, another student), for instance where the behaviour constitutes harassment or bullying.

Further information about the Office and its procedures is available at:

<https://www.studentcomplaints.admin.cam.ac.uk/>

Appeals to the University's Examinations and Assessment Committee

In cases where a student feels that they have been disadvantaged or unfairly treated in **University Examinations**, a separate procedure exists for appealing to the University's Examinations and Assessment Committee. Further information on this procedure can be found on the '**Student Complaints and Appeals**' pages of the University's website at <https://www.studentcomplaints.admin.cam.ac.uk/examination-reviews>.

Examination appeals to the University must be made **within one month of the relevant Class List having been published**. Students contemplating making an appeal against an examination procedure or result should seek their Tutor's advice and assistance in making such a complaint. Examination appeals should not be made directly to the University without the College first being made aware.

Complaints and appeals: the issue of academic judgment

Students should be aware that the University's complaint and appeal procedures generally do not, both as a matter of general principle and applicability, encompass or cover complaints relating distinctly and manifestly to matters of academic judgement.

7.2 Appropriate relationships between academic staff and students

Definitions

In this section of the Handbook:

- 'Professional relationships' are those involving teaching, learning, assessment, selection, advising on research, developmental support, administrative oversight and technical advice.
- A 'staff member' means any person who is employed by or works for the College and/or who holds a College office or post, as well as any person to whom the College makes available any of the privileges or facilities normally afforded to its employees, including academic visitors and temporary, honorary, emeritus and volunteer staff. It also applies to graduate students, whether paid or unpaid, when teaching or undertaking teaching-related duties.
- 'Personal relationship' means any current or former association, however brief, of a sexual or other intimate nature, either in person or remotely (e.g. via social media, email or text), between a member of the College's academic staff and a student.

The College environment

The College promotes itself as a community where people work and/or study together and seeks to promote harmonious relations between all members of that community, including between members of staff and students.

The College values and relies upon the professional integrity of relationships between staff members. Both the University and Trinity Hall regard the professional relationship between all members of its academic staff and students as critical to each student's educational development and wellbeing

Implicit in the professional status and role of academic staff members is a moral obligation to ensure that conflicts of interest and risks do not arise, and that relationships with students for whom a staff member has direct responsibility in any way remain strictly professional in nature. Staff members have a professional and ethical responsibility to protect the interest of students in this way.

This policy seeks to ensure that, if a personal relationship develops in a case where a member of staff has a professional responsibility for a student, arrangements are put in place to protect both parties from any perceptions of preferential or other inequitable treatment.

The College recognises that there may be occasions when staff members or students (or prospective students) become romantically involved. While the College has no right to regulate the private lives of its staff and students, it strongly advises students not to enter into a close, intimate relationship with a member of staff who has responsibility for them.

A personal relationship between a student and a member of staff with academic, pastoral or administrative responsibilities towards that student can undermine the relationship of trust and confidence which is intrinsic to interactions between staff and students and may give rise to an actual or apparent conflict of interest, risk of favouritism, or abuse of authority and which could undermine trust in the academic process. Failure to declare such a personal relationship may constitute a disciplinary offence.

Staff/student relationships involve serious difficulties rooted in unequal power of the parties concerned, as well as real problems in maintaining the boundaries of professional and personal life. Also, these relationships could disrupt the teaching and learning environment for other students and colleagues. Problems may also occur if a consensual relationship later becomes non-consensual or a case of harassment.

Where there is, or has been, a personal relationship, or where a personal relationship arises, between a member of staff and a student for whom the member of staff is given or is to be given responsibility, the staff member has a responsibility to notify a Senior College Officer (such as the Senior Tutor or Master) of the situation in confidence.

The Senior College Officer will try to assess the best means of protecting the interests of both parties, consulting in confidence as necessary and in a manner which protects the dignity and privacy of both parties; wherever practicable, the outcome will involve the removal of the staff member from direct professional responsibility for, and professional contact with, the student, as well as appropriate action to minimise the potential effect of the relationship on other staff and/or students.

A written note of the action adopted will be agreed between the Senior College Officer and the colleague and retained by both.

Student reporting obligations

A student finding themselves in a personal relationship with a member of academic staff may wish to consult his/her Tutor, Director of Studies or Supervisor, particularly if concerned that it may not have been disclosed by the staff member.

If any student is in receipt of unwanted or inappropriate behaviour or considers s/he has been adversely affected by a misuse of power, authority, or conflict of interest, s/he should raise the issue with his/her Tutor or the Senior Tutor in the first instance, who can advise as to the appropriate procedure to follow. Furthermore, if the student does not regard their involvement in such a relationship to be genuinely consensual, action may be taken under the University's 'Breaking the Silence' Policy.

Graduate students

The above policy applies to graduate students both as staff members (e.g. if supervising an undergraduate) or as students (for example in relation to their own supervisor).

7.3 College policy on antisocial behaviour and harassment

7.3.1 Overview: anti-social behaviour

Any form of **anti-social behaviour** by College members is unacceptable, irrespective of whether an individual is acting under the influence of alcohol or for any other reasons of diminished responsibility. Assaults on another person, or wilful damage to property may, in addition to incurring disciplinary action, be treated as criminal offences and lead to court prosecution.

Damage to individual property, or College property, may be charged in full. Reports of such incidents will be handled, in the first instance, by the Domus Tutor or Junior Bursar and if any member of the College's Housekeeping team has been obliged to clean up vomit left by a student, a charge of up to £75 is payable by the individual concerned, of which £50 will be directed towards a charity of the student's choice and £25 to the staff member.

Falling within the category of anti-social behaviour are all forms of **bullying and harassment**. All College members are expected to treat, and can expect to be treated by, others with dignity and respect. The College is committed to equality and diversity and has a **zero-tolerance** approach to all forms of harassment and bullying. Any instance of bullying or harassment of, or by, any College member, including members of College staff, is treated with the greatest seriousness. College members are strongly encouraged to report any incidents of bullying or harassment.

The College emphasises that sensitivity to others' feelings is, in itself, part of minimising general harassment within the community. The College also endorses the University's published guidelines on 'Breaking the Silence' (see <https://www.breakingthesilence.cam.ac.uk/>) in addition to having its own procedures for handling complaints within College.

7.3.2 What is bullying?

Bullying is the exercise of power over another person through negative acts or behaviour that undermines him/her personally and/or academically. Bullying can

involve threatening, insulting, abusive, disparaging or intimidating behaviour which places inappropriate pressure on recipients or has the effect of isolating or excluding them. Bullying can take the form of shouting, sarcasm, derogatory remarks concerning academic performance or constant criticism and undermining.

Bullying is to be distinguished from vigorous academic debate or the actions of a tutor or supervisor making reasonable (but perhaps unpopular) requests of his/her students.

7.3.3 What is harassment?

Harassment is defined in law as:

- Unwanted conduct that has the purpose, or effect, of creating an intimidating, hostile, degrading, humiliating or offensive environment for the complainant, or violates the complainant's dignity
- Unwanted conduct of a sexual nature (sexual harassment)
- Treating a person less favourably than another person because they have either submitted to, or did not submit to, sexual harassment or harassment related to sex or gender reassignment.

Some incidents, viewed in isolation, may not appear inherently serious to a casual observer, but harassment has a cumulative effect. Conduct amounts to harassment if it is offensive or intimidating to the recipient and would be regarded as sexual, racial or other harassment by reasonable people. Such conduct remains harassment, irrespective of intent.

Examples of behaviour amounting to harassment

There is no definitive list of behaviour that could comprehensively encompass **all forms of harassment**, but examples include:

- physical violence or intimidation
- public humiliation (in person or online)
- personal insults
- spreading malicious rumours
- persecution
- stalking

Harassment can also include threats, taunts, abusive language, actions or offensive gestures that create an intimidating and offensive environment for an individual, or may cause offence on account of an individual's gender, sexual orientation, ethnic origin or religion. More subtle forms of harassment can include an individual being excluded or excessively monitored or a failure to safeguard confidentiality where appropriate.

It is also not permitted to disrupt, or to attempt to disrupt, the **lawful exercise of free speech** by members of College or visiting speakers on College premises. Tutors will be immediately informed of any such disruption occurring or being threatened. Free speech should **not** be cited as an ostensible means of justifying harassing behaviour.

Different forms of harassment

Racial harassment is harassment directed at a person on the basis of their actual or perceived colour, race, ethnicity, religion or nationality/national origins. It may include so called 'banter', jokes about, or gratuitous references, to the above. It can include offensive remarks about dress, culture, language, appearance, or customs which have the effect of ridiculing or undermining an individual or fostering hatred and/or prejudice towards individuals or particular groups.

Harassment of people with disabilities can take the form of individuals being ignored, disparaged or ridiculed because of mistaken assumptions about their capabilities. The individual's disability rather than ability can become the focus of attention and harassment can include inappropriate personal remarks, jokes or inappropriate reference to an individual's appearance.

Harassment on the grounds of a person's sexuality includes remarks, jokes, offensive comments relating to a person's non-heterosexual sexuality, or perceived sexuality, threats to disclose a person's sexuality to others or offensive behaviour/abuse relating to HIV or AIDS status.

Harassment on the grounds of gender is unwanted conduct that is directed at a person based on their gender, **or perceived gender**, including the self-affirmed gender of trans persons. This is distinct from sexual harassment. This may include refusing to acknowledge someone in their self-affirmed gender **or disclosing, or threatening to disclose, to others that a person's self-affirmed gender does not correspond to their gender assigned at birth**. It may include making gratuitous remarks about a person being the only member of their gender-identity group in a room.

Harassment on the grounds of religion or belief is unwanted conduct directed at a person on the grounds of his/her religion or a comparable belief system. It can also occur because a person is presumed to be of a particular religion or belief, even if this is not the case, or on the grounds of a person's non-adherence to a religion or belief system. Conduct may include insulting or ridiculing a person's religion or belief; expressing stereotyped perceptions and assumptions about a religion or belief and its followers; and coercive pressure to convert or conform to a religion or belief system.

Harassment on the grounds of age is unwanted conduct related to a person's age. It can occur on the grounds of a person's real or perceived age and applies to people of all ages.

Sexual harassment may be found in a single act or expression, as well as in persistent behaviour. Sexual harassment can also take many forms, not all of which are immediately obvious, by physical, verbal, written or electronic means. It can include, but is not limited to:

- unwanted sexual comments (including comments about an individual's body, physical appearance or private life) expressed in person or by electronic communication or other media;
- unwelcome sexual invitations, innuendos or offensive gestures;
- wolf-whistling, catcalling or other offensive sexual noises;
- unwelcome displays of sexually explicit images;

- intimidating behaviour such as stalking, persistent following or repeated attempts to request dates;
- exposition of genitals without consent; and
- behaviour that creates an intimidating, demeaning, degrading or hostile educational and working environment.

7.3.4 Reporting bullying or harassment

Students who experience any form of discrimination or harassment, are advised to contact Mr Richard Geddis, the Mental Health Officer in the first instance, since Mr Geddis is the College's designated contact for handling allegations of discrimination or harassment. Forms of discrimination or harassment could include sexual harassment, or discrimination and harassment linked to a protected characteristic (race, religion and belief, disability, sexual orientation, gender reassignment, age, pregnancy and maternity, marriage and civil partnership, or sex).

A complaint of bullying or harassment will be dealt with under the Complaints Procedure and will usually comprise an initial attempt at informal mediation and reconciliation; submission of a written complaint under the informal stage of the Complaints Procedure; a formal consideration of the complaint if it remains unresolved and if appropriate reconsideration of the complaint on appeal. The status of the individual causing harassment (i.e. whether a student, member of College staff or Fellow) is irrelevant to the procedures for handling a complaint.

Informal discussion

Many types of bullying and harassment often go unreported by those who experience them, due to a perceived stigma around reporting such incidents. Trinity Hall acknowledges the potential social, emotional and structural difficulties faced by those who have experienced bullying or harassment and wishes to ensure that such difficulties are mitigated where possible.

Unwanted and unreasonable attentions of any nature are harassment and any individuals who find themselves on the receiving end of such attentions should, in the first instance, try to make it clear to the individuals concerned that their behaviour is regarded as unwanted and unacceptable. If this approach is unsuccessful, however, individuals should consult another member of College and seek assistance.

Escalating harassment concerns

In the first instance, individuals concerned about bullying or harassment may discuss the matter with the Mental Health Officer. Additional advice may be sought from the Senior Tutor; the Domus Tutor; the Tutors (both Undergraduate and Graduate); Directors of Studies; the Dean; the College Counsellor; the College Nurse, the JCR/MCR Presidents or the JCR/MCR Welfare Officers. During University term-time, an undergraduate Duty Tutor is available between 9pm and 9am each night who can be contacted via the Porters' Lodge.

The individuals listed above may also act on behalf of a student wishing to make a complaint against individuals outside Trinity Hall and will contact the relevant member of another College or within the University. Alternatively, they may be asked to act on behalf of a Trinity Hall member who has been accused of bullying or harassment.

Mediation and reconciliation

The College hopes that most cases of bullying or harassment can be satisfactorily resolved via **mediation and reconciliation**: i.e. by providing information about the consequences of behaviour deemed offensive in order to establish, or maintain, communication between the individuals involved. The individual whose actions have been deemed offensive will be contacted by one of the individuals listed above and discussions will ensue, initially on a one-to-one basis. A formal apology may result and/or discussions may take place between the parties concerned with the aim of achieving reconciliation.

If the individual who caused the offence feels s/he has been the subject of an unjust accusation, which may include the view that alleged behaviour has not been unreasonable, recourse may be had to other College members who can speak on his/her behalf. Such individuals may be a student's Tutor, another senior member or, in the case of College staff, the Bursar, Junior Bursar or delegated representative. The individual acting on behalf of the party who brought the initial complaint may then meet the accused's chosen representatives to facilitate discussions concerning their actions and their effects, with the aim of effecting reconciliation.

Confidentiality

As with all student complaints, consultations concerning allegations of bullying or harassment will be treated as confidentially as possible, but other individuals may need to become involved (e.g. if a complaint relates to a member of College staff, the Junior Bursar would need to be informed).

Complaints against senior members of the University, including supervisors and other teaching staff, may also involve the University's Welfare and Equal Opportunities Officers, if appropriate.

7.4 Illegal drugs, weapons and alcohol abuse

7.4.1 Weapons

Junior Members must not bring firearms or other offensive weapons into College premises.

7.4.2 Drugs

The law relating to drugs

All members of the College are reminded that it can be dangerous to take any drugs other than under medical direction.

The Misuse of Drugs Act 1971 covers three categories of drugs:

- Class A Drugs (including LSD, ecstasy, heroin and cocaine)
- Class B Drugs (amphetamines, barbiturates and other weaker opiates)
- Class C Drugs (including cannabis)

The unauthorised possession, use and supply of these drugs are criminal offences. These are regarded as very serious matters by the College and any student involved may be sent out of residence. This applies particularly to any student found to be

using, dealing or in possession of any Class A Drug. It also applies to any student found to be dealing or repeatedly in possession of any of the classes of drugs above. Students should be aware that if the College were knowingly to permit drug offences to take place on its premises, it would itself be liable under the Act. The College may decide to refer allegations or incidents of illegal drug possession, use or supply to the police.

The Psychoactive Substances Act 2016 also makes it a criminal offence to possess 'legal highs' with intent to supply. Any student found to be in possession of such substances with intent to supply will be subject to disciplinary proceedings.

The College's policy is to co-operate fully with the Police in any investigation

Any member of the College concerned about illegal drug use should refer the matter to their Tutor or the Senior Tutor.

Support for students seeking help regarding drug taking

The College wishes to offer all possible support to students seeking medical or counselling help regarding drug taking.

Those aware of being at risk of drug or other substance abuse are encouraged to seek advice from the College Nurse, Tutors, GPs or the University Counselling Service.

The Welfare Officers of CUSU and the Graduate Union may also be able to offer advice and the CUSU-produced Student Survival Guide (available from CUSU or the GU) contains a list of specialist confidential agencies to which students may go for help, such as The Bridge Project Drug Advice Centre, 154 Mill Road, Cambridge CB1 3LP (01223214614).

Advice and treatment is also available from Inclusion Cambridgeshire:
<http://www.inclusion.org/services/inclusion-cambridgeshire-cambridge/>.

Any student concerned about another student's dependence on drugs should encourage them to seek advice from one of the sources listed above.

7.4.3 Alcohol

There are very considerable social pressures on students to drink too much. Drinking to excess is dangerous and may contribute to serious accidents, particularly traffic accidents, and to long term problems with health, as well as to psychological problems. It is particularly important for students not just to drink sensibly themselves, but also to avoid encouraging other students to drink to excess, as this puts both their health and safety at risk.

Students who repeatedly fail to exercise self-restraint will be asked to see their Tutor to identify any underlying problems and discuss solutions, perhaps in collaboration with the College Nurse and/or a University Counsellor. If there are any recurrent problems, they may be regarded as disciplinary offences and may be referred to the Domus Tutor and/or the Senior Tutor.

College staff have a responsibility to ensure that College members and their guests do not drink to excess; those who do will be refused further service and may be

asked to leave the Bar. It is illegal for Bar staff to serve someone who is clearly inebriated.

As in the case of drugs above, any student worried about their or their friends' drinking is encouraged to talk to the College Nurse, a GP, Tutor or the Counselling Service, or to Drinksense (4a Gonville Place, Cambridge CB1 1LY; 01223 302850), which provides confidential counselling, education and support for those with alcohol problems, their friends or families.

7.5 College policy on criminal behaviour

7.5.1 Introduction to the College's approach to complaints about acts which may constitute criminal offences

In cases where a complaint is made about an act which could amount to a violation of criminal law, the College will, in line with guidance provided by Universities UK in 2016, adopt special procedures. These normally mean that the College may take initial statements and collate evidence, but a full consideration of the complaint and whether it should be dealt with under internal disciplinary procedures will be adjourned whilst any police action is in hand or pending and until the outcome of proceedings in the criminal justice system, if any, is known. The College will focus instead on ensuring that the appropriate safeguards and support are in place for all involved parties.

Where a complaint includes an allegation that an offence of a criminal nature has been committed, students are encouraged to report such actions to the police. College staff will seek to offer advice and support in such cases, except where there is a conflict of interest, for example where a member of staff has advised an accused student and is approached by the complainant or vice versa.

For complaints including allegations of serious sexual misconduct, the complainant will usually be referred to the University's Office for Student Conduct, Complaints and Appeals (OSCCA: <https://www.studentcomplaints.admin.cam.ac.uk/>) which has been especially resourced to investigate complaints of this nature. The University disciplinary regulations will then be followed, rather than the College procedures. Exceptionally, if there are compelling reasons why a referral to OSCCA is not appropriate, the College may investigate the complaint itself. Notwithstanding a referral to OSCCA, the College will consider taking appropriate precautionary measures, and will continue to offer support to the complainant and to the accused.

Where both the complainant and the accused are College students, both the reporting student and the accused student will have access to support, advice and assistance throughout the process. Both students will be treated fairly and no presumptions will be made about either student. However in balancing its duties to the complainant, the accused, the wider student body and its staff and Fellows, the College may need to take precautionary measures while matters are being investigated. Please refer to the Precautionary Measures action below.

The College will keep a record of all actions and decisions taken, from the day when the report of the incident is received up until any criminal and/or disciplinary proceedings have been concluded.

7.5.2 Types of misconduct

Non-sexual misconduct which may also amount to a criminal offence

Non-sexual types of criminal offences which may constitute a breach of College disciplinary regulations include, but are not limited to:

- Physical misconduct such as punching, kicking, slapping, pulling hair, biting, pushing or shoving
- Abusive behaviour such as making threats, acting in an intimidating or hostile manner or repeatedly contacting someone against his or her wishes
- Damage to College property which may include stealing property, vandalism, unauthorised access to areas of College property or misuse of College property or facilities
- Causing a health or safety concern, for example by disabling fire extinguishers or smoking in non-designated areas
- Disrupting or improperly interfering with College activities
- Behaviour which causes or could cause the College reputational damage

Sexual misconduct

Sexual misconduct is a broad term encompassing any unwanted behaviour of a sexual nature that is committed without consent or by force, intimidation, coercion or manipulation. Sexual misconduct can be committed by a person of any gender and it can occur between people of the same or different gender. Sexual misconduct may vary in its severity and consists of a range of behaviour or attempted behaviour. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.

The following are considered as examples of sexual misconduct, regardless of whether or not the activity took place within a relationship:

- engaging in sexual intercourse or a sexual act without consent;
- attempting to engage in sexual intercourse or a sexual act without consent;
- sharing private sexual materials of another person without consent (for example: images, video, voice recordings, text message, letters, emails etc);
- kissing without consent;
- touching inappropriately without consent;
- inappropriately showing sexual organs to another person;
- making unwanted remarks of a sexual nature.

7.5.3 The complainant's wishes in cases of physical or sexual misconduct

Physical and sexual assaults, and rape, are criminal offences. Accordingly, if an individual is assaulted or raped, or a rape is attempted, individuals are strongly encouraged to go directly to the police. This may be particularly important not only to ensure that assailants are apprehended and further crimes prevented, but also to obtain forensic evidence, where appropriate. College staff and Duty Tutors may assist in summoning the police and/or accompanying individuals wishing to make police statements.

The wishes of the complainant will be central to any decision as to how to take forward any disclosure of an experience of physical or sexual misconduct. It is also

understood that the complainant may require a reasonable time for reflection and to seek guidance about his/her options before deciding how to proceed.

As part of the support role, the College will assist the reporting student to understand the various options available to him/her and provide the student with support in making a decision about the way forward. The key options for the reporting student will usually be as follows:

- make a report to the police
- not report the matter to the police but request that the College consider the case under its internal processes
- take no further action.

In most cases, Trinity Hall will not approach the police without the complainant's consent, unless the College considers there to be an immediate and significant threat to the complainant or other members of the College community. Trinity Hall may approach the police on the complainant's behalf, if requested to do so. Trinity Hall will also co-operate with all police enquiries and will not seek to protect any member of College from a police investigation.

Regardless of what decision the complainant makes, the complainant is encouraged to access support both within and outside of College. Expert support and assistance may be obtained from listening, support and information services such as Cambridge Rape Crisis (<http://www.cambridgerapecrisis.co.uk/>), Victim Support (<https://www.victimsupport.org.uk/what-we-do/local-services/east-england/cambridgeshire>), and The Elms Sexual Assault Referral Centre (<https://www.theelmssarc.org/>). These organisations will be able to discuss any physical or emotional difficulties arising in the aftermath of an assault or rape and may also be able to help with arranging professional counselling. In addition, both the College Nurse and College Counsellor are available for consultation and advice, either about recent or historic incidents involving assault or rape.

7.5.4 Criminal proceedings and College procedures

Complainants should be mindful that the College does not have the legal investigatory powers of the police and cannot make a determination of criminal guilt. An internal process cannot therefore be regarded as a substitute for a police investigation or criminal prosecution.

Before deciding how to proceed, a complainant will need to consider the difference between criminal investigations/proceedings and College disciplinary investigations/proceedings. A number of the key differences are:

- Under the criminal process, the allegations will be treated as a potential criminal offence. Under the disciplinary process, the allegations will be treated as a potential breach of discipline. For example, a judge/jury will deal with allegations of and make findings about rape and a College will deal with allegations of and make findings about sexual misconduct.
- A disciplinary investigation will be more limited than a criminal investigation because forensic analysis and medical examinations are not available to the College and the College has no power to compel witnesses to give evidence.
- Under the criminal process, a judge can impose a wide range of sanctions on an individual who is found to have committed a criminal offence and can put conditions/restrictions on that individual which apply nationwide for significant

periods of time. Under the disciplinary process, the worst sanction that can be imposed on a student who is found to have committed a breach of discipline by a College is expulsion from the institution and, once the individual has left, any restrictions/conditions placed on him/her by the College will no longer be applicable.

- Following a disciplinary process, there will be very limited circumstances in which the College can disclose any information about the misconduct to any third parties.

The College has neither the standing nor the expertise to make findings about alleged criminal offences. Only a criminal court can make such findings when the prosecution has proven the offence beyond reasonable doubt, in contrast to disciplinary cases where the College must establish facts and matters on the balance of probabilities i.e. more likely than not.

What the College can do is determine whether the alleged facts and matters occurred on the balance of probabilities and whether those facts and matters amount to a breach of discipline. If so, the College will assess the level of seriousness of the breach of discipline; and what sanction (if any) should be imposed.

7.5.5 Precautionary measures

If a serious allegation is made about a student's behaviour or the College receives a report that a student is under police investigation or is subject to criminal proceedings, the Senior Tutor may decide to take precautionary action to protect the College community, staff or individuals. He or she will undertake a risk assessment and decide whether or not to take any action and the timing of such action. The College will balance the rights and interests of the complainant, the accused, the general student body and the staff and Fellows when considering what action to take.

Precautionary action may include:

- imposing conditions on the accused student (for example, requiring the accused student not to contact the reporting student and/or certain witnesses and/or requiring the accused student to move accommodation)
- suspending the accused student from his/her studies
- excluding the accused student from certain areas (for example, prohibiting the accused student from going to certain accommodation blocks or using the sports facilities or from attending a placement).

Precautionary measures do not constitute a penalty or sanction and do not indicate that the College has concluded that the accused student has committed a breach of discipline or a criminal offence.

The aim of imposing precautionary measures is to best protect the reporting student and/or others from harm whilst having the minimum possible impact on the accused student. The College will consider the interests and welfare of both students, the general student body and the Staff and Fellows and endeavour to treat them all fairly and equally when undertaking the risk assessment and when ascertaining the potential effectiveness and impact of precautionary measures.

The risk assessment and any precautionary measures that are put in place will be reviewed at regular intervals and reconsidered as the case develops. A failure to

comply with a precautionary measure will trigger a review and is likely to result in more serious measures being put in place (for example, a failure to comply with a requirement not to contact the reporting student could result in the accused student being suspended).

Any decision to suspend a student can have serious consequences as it is likely to disrupt and/or interrupt the student's course of study. Consequently, this step will only be taken where the risk level is high and where there are no reasonable alternative measures that could be put in place to mitigate that risk. The accused student will have an opportunity to make representations to the decision-maker before the decision is made (or if that is not possible or appropriate due to the urgent or sensitive nature of the matter, as soon as possible thereafter); to appeal the decision and/or request a review at any stage if there is a material change in the circumstances of the case.

7.5.6 Proceeding with the complaint as a disciplinary matter

Following completion or discontinuation of police enquiries or criminal proceedings or if a complainant does not wish to involve the police, the College will decide whether to deal with the complaint as a disciplinary matter, considering for example whether there is sufficient evidence for it to proceed via this route. If disciplinary proceedings are instigated, they will be for a potential breach of discipline and not for a criminal offence. The type of finding the College may make and the scope of the potential outcomes are therefore different to those available in a criminal process.

A decision by the Police or Crown Prosecution Service (or other law enforcement agency) to take no further action in relation to a criminal matter, or an acquittal at a trial, does not preclude the College from taking action under its internal procedures. Equally, this outcome should not of itself be taken to mean that the complainant has made a vexatious or malicious complaint.

Due to the limitations of internal investigations, the College may be faced with some cases where there is insufficient evidence to establish, on the balance of probabilities, that the alleged unacceptable behaviour occurred. However, in such cases, there may be sufficient evidence to establish that another type of unacceptable behaviour has occurred and then the College can impose a sanction for that breach of discipline. For example, there may be insufficient evidence to establish that there has been sexual intercourse without consent, but there may be sufficient evidence to establish that the accused student had published private sexual photographs of the reporting student without consent, another act of sexual misconduct, and the College can impose a sanction for that breach of discipline.

7.5.7 Cases where a complaint is not dealt with as a disciplinary matter

Regardless of the discontinuation of any police investigation or prosecution, or of an acquittal, or of any College decision not to take disciplinary action against the accused student, the College will continue to provide the accused student and the reporting student with assistance and support.

The College will assess any measures which are or should be put in place on a case-by-case basis; these may include changes being made to academic, living or pastoral arrangements and consideration of steps that could be put in place to seek to ensure that the reporting student and accused student do not come into contact

with each other (for example, ensuring that the students are put into different tutorial groups if they are studying on the same course).

Any such action would be taken in order to protect the welfare and well-being of both students and not as part of a disciplinary process.

7.6 Social Media, Representing the College, Freedom of Speech and Data Protection

7.6.1 Social Media

Social media tools such as Facebook, Instagram and Twitter are a part of everyday student life and, used responsibly, can enhance your academic experience and social life at University. Used irresponsibly, however, they can cause lasting damage to students and others.

All students matriculating at Trinity Hall agree to abide by the College's Network Policy, which can be accessed at <http://itsupport.trinhall.cam.ac.uk/computing-facilities/usage-policy>

When using IT facilities and social media, including but not limited to social networking sites such as Facebook, LinkedIn and YouTube, internal and external blogs including Twitter, community discussion forum groups, review or ratings forums, Wikis and any sites where texts, photos and video may be posted, such as Tumblr and Pinterest, students must act:

- in accordance with all University regulations
- within the law
- with respect for the dignity and rights of others, irrespective of their background
- with respect to the property of others and correct use of College facilities
- with regard to the health and safety of others; with regard to the College's good reputation
- with honesty

Students are personally responsible for their words and actions in an online environment and should remember that, as social networking platforms are in the public domain, participants cannot be sure what is being viewed, shared or archived. Before posting, students may wish to consider how your relatives, Tutor or prospective employer would react to what you propose to post.

Students must not engage in any conduct online that would not be acceptable in a lecture, live discussion or other face-to-face situation, such as making derogatory remarks, bullying, intimidating or harassing other users, using insults or posting content that is hateful, slanderous, threatening, discriminatory or pornographic.

Students should not use social media to raise complaints about the College, which should be raised under the College's Complaints Procedure, nor should they use it to reveal confidential information about staff or students. Use of social media to raise a complaint about the College may prejudice the College's ability to respond effectively to the complaint.

Students must not associate the College with personal views or comments that they post on social media, in particular when posting on any "group" page of the College

or of a College society. The College may require students to remove internet postings which associate the College with a negative or inappropriate message. Failure to comply with such a request may result in disciplinary action.

Students should be aware that posting potentially controversial views and comments on social media sites can often attract strong and widespread criticism. Mention of the College in such postings (even the fact that the contributor is a student at the College) can bring complaints to the College or the University, which may result in disciplinary action against those involved.

All internet activity generates a digital footprint that supplies a public record of all statements made by an individual; all statements made about that individual; what an individual liked, retweeted or shared and the location of an individual. Often gathered for marketing purposes and employer checks, it makes gathering data about individuals very easy and increases the risks of impersonation or fraud. Students should also be mindful that a digital footprint is generated of internet sites accessed, internet searches and IP addresses.

Students' use of IT facilities and social media when undertaking temporary internships or employment during vacations must be in accordance with the employer's relevant policies.

7.6.2 Student representation of the College at external events

Students will sometimes participate in events outside Trinity Hall at which the College's name is publicised or its public profile is represented. In these cases and in order to protect the College's reputation, students must act in accordance with all University regulations; within the law; with respect for the dignity and rights of others, irrespective of their background; with regard to the health and safety of others; with regard to the College's good reputation and with honesty.

7.6.3 Freedom of Speech

This Statement outlines the principles of free speech which apply to all members of the College, staff or students connected to the University or another College and visiting speakers (i.e. speakers who are not members of the University of Cambridge or one of the Colleges).

The College recognises the important role it, the other colleges and the University play in society as places of debate and discussion within the law, where ideas are tested, where students learn to challenge ideas and think for themselves and where rationality underpins the pursuit of knowledge.

The College is strongly committed to the principle of freedom of speech and expression and to promoting an environment in which intense inquiry and informed argument generates lasting ideas and where members of its community have a responsibility both to challenge and to listen fully. It fosters an environment where all of its members can participate fully in the life of the College, and where each member feels confident and able to research, question and test received wisdom, and to express new ideas and controversial or unpopular opinions, without fear of isolation, marginalisation or discrimination. Equally, the College expects its members to receive and respond to intellectual and ideological challenges in a constructive and peaceable way and to show commitment to the principle of freedom of speech

by not obstructing or interfering with the rights of others to express views with which they might disagree profoundly.

In holding to these key principles, the College will take into account its obligations regarding freedom of speech, the management of the health and safety of its members and the general public, the promotion of equal opportunities and prevention of discrimination.

The College also acknowledges its statutory duties in preventing its members and other people from being “radicalised”, which in this context means being drawn in by others to support terrorism, or to commit acts of terrorism. As an example of this, the College reserves the right to refuse access to its premises if it is of the opinion that a visiting speaker is likely to espouse views which are used to legitimise terrorism and are shared by terrorist groups.

Subject to those duties, no premises of the College will be denied to any member or body of members by reason of the beliefs or views of that individual or of that body or the policy or objectives of that body, except where it is reasonably anticipated that the unlawful expression of such beliefs, views, policies or objectives might occur on the relevant occasion.

7.6.4 Data Protection

The College’s policy on Data Protection can be viewed here:

<https://www.trinhall.cam.ac.uk/about/college-governance/data-protection/>

7.7 Sources of support and advice

7.7.1 Individuals able to offer students help and advice

Undergraduate students may seek guidance from:

- Directors of Studies (in matters relating to supervision or other academic provision);
- Tutors (for any matters);
- JCR Officers; and
- CUSU’s Education Officer and Welfare & Rights Officer.

Graduate students may seek support from:

- the Graduate Tutor;
- Deputy Graduate Tutor;
- Academic Supervisors;
- Secretary of the Degree Committee or other Departmental Graduate Adviser;
- Student Registry staff (formerly Board of Graduate Studies);
- MCR Officers; and
- Graduate Union Officers.

All students, undergraduate or graduate, may seek guidance from:

- the Domus Tutor;
- the Senior Tutor;
- the Dean;

- the Junior Bursar;
- the College Nurse;
- the College Counsellor;
- the College Mental Health Advisor; and
- Tutorial Office staff

7.7.2 Heads of Departments/Services

For queries and complaints, students may wish to approach the individuals listed below.

Academic	Master Senior Tutor	The Revd Dr Jeremy Morris Dr Clare Jackson
Accommodation	Tutorial Administrator Graduate Administrator Junior Bursar	Mr Johannes Ruckstuhl Mrs Charlotte Morgan- Shelbourne Mr Glen Sharp
Bursary	Chief Clerk Bursar	Mrs Jacqueline Nathan Mr Paul ffolkes Davis
Admissions	Admissions Officer Admissions Tutor (Arts) Admissions Tutor (Sciences)	Miss Vicky Mills Revd Dr Stephen Plant Dr Will Skylark
Development Office	Development Director	Dr Rachelle Stretch
Catering	Head of Conference & Catering Services	Ms Fiona Simon
Household	Housekeeper (Central Site) Housekeeper (Wychfield) Housekeeper (Thompson's Lane) Housekeeping Services Manager	Ms Elaine Fox-Teece Mrs Elizabeth Maksymowicz Ms Janis Spink Mrs Yvonne Chapman
Computing	IT Manager	Mr Eric Marcus
Gardens	Head Gardener	Ms Samantha Hartley
Health and Safety	Head Porter Junior Bursar	Mr Ian Lyons Mr Glen Sharp
Library	Director of Library Services	Mrs Jennifer Lecky- Thompson
Buildings and Maintenance	Head of Buildings and Services	Mr Russell Waller
MCR	MCR President	Miss Verity Smith
JCR	JCR President	Miss Rebecca Horner
Porters/Security	Head Porter	Mr Ian Lyons
Public Room Bookings	Conference & Events Manager	Mrs Ella Garner-McVey
Supervisions	Directors of Studies Senior Tutor	Dr Clare Jackson
Tutorial Office	Tutorial Office Manager Tutorial Registrar	Miss Julie Powley Miss Rosie Ince

7.7.3 College Committees and Advisory Groups with Student Representatives

The following College committees and advisory groups have student representatives:

- Governing Body – 5 Junior Members attend for Unreserved Business
- Archives & Library Advisory Group
- Benn Bursary Committee – the JCR's Welfare Officers attend if requested by applicants
- Buildings and Health & Safety Advisory Group

- Education Policy Committee – 5 Junior Members attend for Unreserved Business
- Finance Committee – 4 Junior Members attend for Unreserved Business
- Gardens Advisory Group
- Graduate Students & PDRAs Committee
- Kitchens Advisory Group
- PREVENT Advisory Group

Details of current members of College committees can be found on the Tutorial Moodle site: <https://www.vle.cam.ac.uk/course/view.php?id=160002>

Appendix 1: College Prizes

The N R Pillai Travel Scholarship for Asian & Middle Eastern Studies

The Drayton Prize Asian & Middle Eastern Studies

The Kyriakos Nicolaou Prize for Archaeology

The Rees Roberts Prize for Architecture

The Angus Prize for Classics

The Colin Austin Prize for Greek

The Lee-Yung Computer Science Prize

The Harcourt Prize for Economics

The John B Lansdell Prize for Economics

The Baker Prize for Engineering

The R A Hayes Prize for Engineering

The Ernest Frankl Prize for Engineering

The John Denton Prize for Engineering

The David Moore Prize for Engineering

The Third Light Prize for Information Systems Engineering

The E G Harwood Prize for English

The Cressingham Prize for English

The Graham Storey Prize for English

The Frank Morgan Prize for Geography

The Beatrice and Frank Pollard Prize for History

The C W Crawley Prize for History

The Kitty Crawley Prize for History

The Hamish Maxwell Prize for History of Art

The Frank Morgan Prize for HSPS

The Dean Nurser Prize for Social and Political Sciences

The Orchard-Lisle Prize for Land Economy

The Lovells Prize for Law

The Henry Bond Prize for Law

The David Clement Davies Prize for Law

The Dr Ellis Lewis Memorial Prize for English Law

The Ian Malcolm Lewis Prize for Law

The Laura Kinsella Prize for Law

The Edward Wilde Prize for Commercial Law

The Sufian Passamano Prize for Linguistics

The Parks Prize for Mathematics
The Wylie Prize for Mathematics
The Henry and Irene Dean Prize for Medicine
The Bill Grundy Prize for Medicine
The Sufian Passamano Prize for Clinical Medicine
The Frazer Jennings Prize for Medicine and Veterinary Medicine
The Elmore Travel Exhibition for Modern and Medieval Languages
The Peter Sykes Prize for Languages
The Peter Lawrence Prize for Languages
The Sylvia Olive Stearn Prize for Music
The Trinity Hall Music Prize
The Kareen Thorne Prize for Biological Science
The Michael Stobbs Prize for Natural Sciences (Physical)
The Paul Beare Prize for Pathology
The Sir David Innes Williams Prize for Natural Sciences and Medicine
The Stephen Hale Prize for Chemistry
The Katritzky Prize for Chemistry
The David Thouless Prize for Physics
The Kitty Crawley Prize for Philosophy
The Varga Prize for Theology
Excelect Awards for excellence in studies and contribution to College life
The David Fleming Prize for contribution to the Humanities

There are a number of awards in Law which are made without further examination and which are tenable after graduation. These include:

- The Trinity Hall Law Studentships
- The Alan King-Hamilton Bursaries in Law
- Dr Cooper's Law Studentships

Appendix 2: US Federal Loans and Cambridge Trusts

US Federal Loans

US Federal Loans are administered by the Student Registry. Students should liaise directly with the Student Registry (<https://www.cambridgestudents.cam.ac.uk/fees-and-funding/funding/student-loans/us-loans/contact-us>) about their loan, who will also be able to advise about any documentation required for visa purposes.

When loan details have been confirmed, the Student Registry will send the student an email, copied to the Tutorial Office and the College Accounts Office. In the first term, students will need to let the College know that they have a US loan by providing details in the Financial Declaration.

All Colleges are aware that US loans are paid in three or four disbursements, but University and College Fees can ONLY be split into the THREE academic terms. Students will therefore need to find out how much from each disbursement needs to be taken in fees. The annual fee listings will be available to view on the Student Registry website: <http://www.graduate.study.cam.ac.uk/finance/fees>.

Such information will then enable students to determine how much remains available for living expenses. If a student's living expense allowance is particularly low during academic terms and much higher in the non-academic term when a fourth disbursement is expected, but no fee payments will be paid out, the Graduate Tutor may be able to offer assistance if this matter is raised.

The Student Registry requires confirmation from Trinity Hall that students have arrived in Cambridge for the beginning of each term before supplying authorisation for the wiring of loan funds. Once confirmed, loan funds are wired to Trinity Hall's bank account and the Student Registry will notify the student, and all relevant College parties, details of each disbursement.

Terms of the loan require the College to refund the amount stated by the Student Registry to the student. The cheque run should take place on the following Thursday and students should be able to collect cheques (in pounds sterling) by Friday morning. All students should ensure that they have a UK bank account set up prior to payment of the first disbursement.

Cambridge Trusts

Cambridge Trusts cheques are issued quarterly on or around the following dates: 7 October, 7 January, 7 April and 7 July. The Trusts do not notify students that cheques are being sent to the College. Cambridge Trust Bursaries are not issued to the College until the end of February during the Lent Term, by which time the Michaelmas and Lent Term bills are due. The College will credit a student's account with one-third of the amount of the bursary at the beginning of each Term on condition that the student sign a declaration stating he/she is aware that if the Cambridge Trusts change the amount of the bursary, the student will pay any difference immediately. Such an arrangement should be set up with the Student Accounts Clerk.

Appendix 3: Administration, Accreditation and Compliance with the Accreditation Network UK (ANUK) Code of Practice

1.1 General. The College is a long-established, self-governing organisation, subject to regular internal and external audit, which includes all aspects of institutional management. Annual reports are lodged with the University of Cambridge. While the College has well-established student accommodation practices – detailed in Section 4 of this College Handbook – it has also registered with ANUK as abiding by its published Code of Practice. ANUK will periodically review and update its Code, and the College will – in principle – amend its procedures to conform.

1.2 Administration. ANUK has overall responsibility for administering their Code of Practice with regard to accommodation. This includes: maintaining a list of all institutions signed up to the Code, and all buildings within those institutions covered by the Code; liaising with other bodies over areas where the Code is only applicable in parts; and periodically reviewing the Code. This review will be undertaken by a standing committee representing relevant stakeholder groups, including University management, students and specialist professions (e.g. facilities managers, maintenance etc.). In this task, they will take note of significant complaints made by students concerning non-observance, other breaches noted by internal or external audits, and reports from bodies such as the Office of the Independent Adjudicator. If necessary, the committee may undertake further investigation, and then issue remedial proposals. In extreme cases, the committee may decide that a higher educational institution is no longer compliant with the Code, at which stage responsibility may pass to an alternate body, such as the Local Authority, to impose changes.

1.3 College Responsibilities. In registering with the ANUK Code of Practice, the College undertakes that:

1.3.1. all accommodation registered with ANUK (and given in Appendix 1) meets the standards and accords with the procedures set out in the Code.

1.3.2. an appropriate complaints procedure is in place, integrated into normal College practices with a procedure for reporting back to ANUK on any significant complaints relating to the Code.

1.3.3. Auditors will consider the College's management of its student accommodation in relation to the Code, advising HEFCE and ANUK as appropriate.

1.4 Schedule of Properties. The properties covered by the ANUK Code of Practice are listed in Appendix 1 below.

The ANUK/Unipol Code of Standards for Larger Residential Developments

SCHEDULE OF HMO's (Trinity Hall)

Name of residential development	Address (including postal Code)	Description of Residential Development	Total Number of HMO's (31nr)
Trinity Hall (Central Site)	Trinity Lane CAMBRIDGE CB2 1TJ	6 Buildings	11 HMO's
	A Stair	12 Rooms	1 HMO
	B Stair	6 Rooms	1 HMO
	C Stair	6 Rooms	1 HMO
	F Stair	12 Rooms	1 HMO
	G Stair	15 Rooms	1 HMO
	H Stair	11 Rooms	1 HMO
	L&M Stair	19 Rooms	1 HMO
	N&O Stair	19 Rooms	1 HMO
	P Stair	13 Rooms	1 HMO
	Q Stair	12 Rooms	1 HMO
S Stair	28 Rooms	1 HMO	
Trinity Hall (Bishop Bateman Court)	Thompson's Lane CAMBRIDGE CB5 8AQ	1 Building	1 HMO
		47 Rooms	1 HMO
Trinity Hall (WYNG Gardens)	Thompson's Lane CAMBRIDGE CB5 8AQ	1 Building	1 HMO
		72 Rooms	1 HMO
Trinity Hall (Wychfield Site)	Wychfield Storey's Way CAMBRIDGE CB3 0DZ	8 Buildings	11 HMO's
	New Wychfield		
	A&B	18 Rooms	1 HMO
	E&F	21 Rooms	1 HMO
	G&H	17 Rooms	1 HMO
	I&J	21 Rooms	1 HMO
	K&L	21 Rooms	1 HMO
	M&N	17 Rooms	1 HMO
	O&P	21 Rooms	1 HMO
	Launcelot Fleming	29 Rooms	1 HMO
	Walter Christie	25 Rooms	1 HMO
Boulton House	36 Rooms	1 HMO	
Dean House	10 Rooms	1 HMO	

Appendix 4: Wychfield Barbecue Advice, Rules and Guidelines

1. The Wychfield barbecue is located to the left of the Pavilion as viewed from the Sports Field. There are two charcoal barbecues built next to each other. Consumables and cooking equipment are not provided by the College.
2. The booking system is a simple signing-in procedure maintained in the Wychfield Porters' Lodge; when the barbecue is booked, a copy of guidelines for its safe use is supplied.
3. The Wychfield Lodge retains key operational parts of the barbecue. These include the grill, grill handles and fine sprayer and are assigned to one person who assumes responsibility for the barbecue's safe use and clean return of these parts. The barbecue and its components remain the responsibility of that individual until it is signed back in at the Wychfield Porters' Lodge.
4. It is understood that if barbecues are held in the evening, it may be more suitable and safer to allow the barbecue to cool down before cleaning and returning the grill etc., to the Wychfield Lodge. The Porters are aware of this, and in such cases the barbecue components may be returned the following morning.
5. There is a metal bin located by the barbecue to dispose of hot or cooled ash and charcoal.
6. If a barbecue is booked out over lunchtime and another booking request is received for the late afternoon, the barbecue cannot be cooled and cleaned in time for the second booking. In these circumstances, the student making second booking will need to inspect the barbecue before coming to the Lodge to sign it out, as they will assume all responsibility for the barbecue from that point.
7. The Porters have full authority to close down any barbecue which either subsequently becomes an event with more than eight people that started with less than eight people or any event that becomes excessively noisy or disruptive. Should a group start with seven people, and a small number of friends join, so long as the Lodge is informed, closure is unlikely.