



FITZWILLIAM COLLEGE  
UNIVERSITY OF CAMBRIDGE

# **Fitzwilliam College**

## **Regulations**

**2024-25**

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## DISCIPLINARY FRAMEWORK FOR STUDENTS OF FITZWILLIAM COLLEGE

The College is a community in which undergraduate and postgraduate students join together with academic and non-academic staff for the purpose of education and research and, in many cases, for a large part of their social life. The Statutes and Ordinances of the College set out the rules governing the conduct of College business, and the conduct of College members. The College Regulations are the detailed rules which have been found necessary to give effect to the Statutes and to ensure the smooth running of the College in the interests of all its members. The College is part of the University and students are also required to observe the University's regulations.

The disciplinary arrangements for students are explained in three principal documents, collected together here alongside other important procedures:

### **Rules of Behaviour**

A two-page outline of the behaviour expected of Fitzwilliam College students, with links to more detailed documents.

### **College Regulations**

The detailed rules governing various aspects of College life.

### **Disciplinary Procedures**

The procedures to be followed in the event of a breach of the Rules of Behaviour.

Any questions regarding the College's disciplinary arrangements may be directed to the Dean, to the Senior Tutor, or to any Tutor.

#### **Note**

The College has [a zero tolerance policy](#) in relation to any form of harassment or sexual misconduct.

## RULES OF BEHAVIOUR FOR STUDENTS OF FITZWILLIAM COLLEGE

All Fitzwilliam College students are responsible for following these *Rules of Behaviour*. Not knowing or forgetting about the rules is not a justification for not following them.

1. Students must at all times act with consideration for other members of the College, staff and visitors, and must comply with:
  - (a) the Statutes, Ordinances and Regulations of the College, and any rules, procedures or policies established under them;
  - (b) all relevant University regulations, including those set out in the Statutes and Ordinances of the University, and in Proctorial Notices;
  - (c) the University's Code of Conduct in respect of Harassment and Sexual Misconduct;
  - (d) the Codes of Practice on Meetings and Gatherings on College and University Premises issued under the provisions of section 43 of the Education (No. 2) Act 1986;
  - (e) the College's and University's rules governing the use of IT facilities [see Regulation 87];
  - (f) the rules governing the use of College Accommodation;
  - (g) all health and safety regulations and instructions issued by the College or another associated institution;
  - (h) instructions issued by any person or body authorised to act on behalf of the College, in the proper discharge of their duties, including reasonable requests to attend meetings and to disclose identity and relevant information; and
  - (i) any penalty or conditions imposed as a result of a disciplinary process or any other relevant College process.
  
2. A student must not:
  - (a) engage in violent, indecent, disorderly, threatening or offensive behaviour on the College premises or whilst engaged in any College activity;
  - (b) engage in behaviour liable to bring the College's name into disrepute;
  - (c) disrupt or improperly interfere (or attempt to interfere) with the activities of the College, or with the functions, duties or activities of any student, member of staff or other employee of the College or any authorised visitor to the College;
  - (d) interfere in the freedom of speech or lawful assembly of a member of the College or visitor to the College;
  - (e) damage, misappropriate or occupy without appropriate permission any College property or premises, or any property or premises accessed as a result of a College activity;
  - (f) damage or misappropriate property belonging to a member of the College; or belonging to anyone on College premises or during the course of a College activity;
  - (g) endanger the health and safety of anyone on College premises or in the course of a College activity;
  - (h) commit a criminal offence on College premises, or whilst engaged in any College activity, or in connection with any other member of the College community; and
  - (i) practise fraud, deceit, deception or dishonesty in relation to the College or its staff, to any office held in the College, or to being a student of the College.

- 3.** The following definitions are applied under the Rules of Behaviour:
- (a) a 'College activity' is an academic, administrative, cultural, social, sporting or other activity either on College premises or elsewhere in the context of a person's membership of the College;
  - (b) 'Activities of the College' include activities that involve other organisations working in partnership with the College;
  - (c) 'College premises' include all land owned or managed by the College and any accommodation occupied by virtue of being a student of the College; and
  - (d) a Respondent is a student whose conduct is the subject of consideration.
- 4.** Any breach of the Rules of Behaviour may be considered more serious if:
- (a) it took place under the influence of alcohol or illicit substances;
  - (b) it was motivated by the protected characteristics or perceived protected characteristics of another (as listed in the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation);
  - (c) the Respondent has previously been found to have breached the same rule of behaviour, or other rules of behaviour on more than one occasion;
  - (d) the Respondent has not complied with any sanction or measure under the Student Disciplinary Procedure;
  - (e) the Respondent has breached precautionary action measures whilst the Student Disciplinary Procedure has been ongoing;
  - (f) the Respondent has not provided the College with reasonable information upon request so that it can assess the risk the Respondent may pose to the College community in future;
  - (g) the Respondent has attempted to conceal or destroy evidence, or coerce or intimidate officers, Reporting Persons or Witnesses, in relation to that breach; and
  - (h) the Respondent has abused a position of power or trust.

## REGULATIONS FOR STUDENTS

1. Breaches of College Regulations are dealt with by the Dean of College and the Disciplinary Committee. Details of disciplinary procedures are printed as Appendix I of these Regulations.

### RESIDENCE AND KEEPING TERMS

2. It is necessary for undergraduate students (those studying for their first degree) to reside for a minimum of nine terms to obtain a degree at Cambridge. All postgraduate students must reside in Cambridge for a minimum of three terms before they can be awarded any degree. Students may not generally proceed to their degrees unless their Colleges certify that they have 'kept terms' by being in residence for the specified period. In order to 'keep term' it is necessary to reside in Cambridge for nights equivalent in number to those of Full Term.

Any nights spent in residence during the Residence Period before the beginning or after the end of Full Term may be counted towards keeping term. Any nights spent away from Cambridge (see Regulations 8 to 15) must be made up either before or after the end of Full Term in the Residence Period in order that term may be kept. Failure to comply with this University Regulation will mean that a student may become ineligible to take examinations at the required time and thus will not be able to proceed to a degree. Term dates are available: <http://www.cam.ac.uk/about-the-university/term-dates-and-calendars>

Detailed information for postgraduate students is available:

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

3. All students must come up not later than the first day of Full Term and they may not go down before the last day of Full Term even though they may have kept term. Tutorial permission is needed for any departure from this rule. First year students coming into residence for their first term are usually required to come up two or three days before the beginning of Full Term and will be notified of the date concerned in advance. All undergraduates must sign the online Redit and Exeat Book each term. All postgraduate students must contact the Graduate Secretary at the end of each term to confirm that Residence has been kept.
4. Undergraduate students are normally permitted to reside during any part of the agreed Residence Period but must state the dates on which they intend to go down and to return into residence on the termly Request for Out of Term Accommodation form circulated by the Accommodation & Housekeeping Manager. Any changes in these dates must be reported immediately to the Accommodation & Housekeeping Manager. If it appears desirable in a particular case, the Senior Tutor may require a student to go out of residence when term has been kept.

For detailed information relating to accommodation, please refer to the Fitzwilliam College website: <http://www.fitz.cam.ac.uk/college-life/accommodation>

5. Every student is held responsible for ensuring that the Term has been kept and for confirming that this is so by signing the online Redit/Exeat Book.
6. All Junior Members must validate their personal information on their [CamSIS self-service](#) at the start of every academic year and again when any changes occur during the year, and on completion of their degree (address, phone numbers etc).

## THE TUTORS

7. Students below the status of Bachelor of Arts are required to call upon their Tutor, without special summons, at the beginning and end of each term, within the period of Full Term. Students with the status of Bachelor of Arts and above are required to call upon their Tutor during their first term of study.

## DINING

8. All students are required to pay a fixed charge and to observe such other regulations as may from time to time be published.

## EXEATS

9. Until they have kept term, persons in *statu pupillari* may not leave Cambridge for the whole of any night without Tutorial permission and the grant of an Exeat. Any such nights spent away must be made up otherwise a student may become ineligible to take their degree (see Regulation 1).
10. Students must apply to the Tutorial Office for Exeats, via their Tutor. These will not be granted for indefinite periods nor without good reason.
11. Any days of residence lost during a Full Term must be made up before the end of the Residence Period of that Term.

## COLLEGE BUILDINGS

12. College rooms are assigned by the Senior Tutor and Student Services, and the statement of the terms and conditions applying to the occupation of a student's room will be provided at the time when they are assigned.
13. Room keys should be collected from the Porters' Lodge and signed for. In the event of the room key being lost, the Porters' Lodge should be informed immediately; a charge will be made for a replacement at cost price.. Lost security fobs and temporary cards will be charged for a replacement at cost price. It is forbidden to cut extra keys. All room keys must be handed in at the Porters' Lodge by the end of the contracted Residence Period. Failure to do so will incur a charge for a replacement at cost price.

All resident students must sign in/out when arriving/departing College at the beginning/end of their contracted period of residence.

Meeting Room and Music Room keys must be returned to the Porters' Lodge immediately after the permitted period of use.



- 14.** The Huntingdon Road entrance through D Block is secured at all times with access via Card. The Hall Building will be secured no later than 02:00, except as provided in notices posted from time to time, or by special permission of the Senior Tutor, or the Bursar.
- 15.** Junior Members may accommodate a guest in their room if permission is obtained. The rules governing such visits and the procedure to be followed to obtain such permission are specified in [Appendix 5](#).
- 16.** Undue noise is not allowed in the College and precincts or in College houses. Noise should never be at a level at which it disturbs other nearby residents. Audio equipment should not be audible outside a student's own room.
- 17.** Except by permission of the Senior Tutor, the playing of musical instruments is allowed only between the hours of 09:00 and 22:00, in rooms booked for this purpose at the Porters' Lodge, or in a student's own room between 17:00 and 20:00.
- 18.** The use of audio equipment is permitted in students' own rooms, the Auditorium Music Rooms, the Junior Combination Room, the Middle Combination Room, the Fitzwilliam Society Common Room, the Gym, the Art Room, the Central Building Music Room, and the Café Bar. Except by special permission of the Senior Tutor it is forbidden elsewhere in the College buildings and precincts. Disturbance to other members of the College must be avoided and the use of such devices will be prohibited where this Regulation is neglected.
- 19.** Doors, walls, window frames and woodwork must not be defaced by drawing pins, nails, adhesive tape, white/blu-tack etc. Pictures, wall decorations, notices, etc., must be displayed by means of the picture rail, pin-up board or 'magic whiteboard' paper provided. Any damage caused by disregard of this regulation will be charged to the Junior Member concerned.  
  
Items must not be affixed to – or displayed from - windows, including (without limit) posters, banners, flags, stickers or decorations.  
  
Any interference with fire extinguishers, heat sensors or smoke alarms is forbidden, dangerous and will result in disciplinary action.
- 20.** Further rules governing the use of certain public rooms may be posted in the room concerned.
- 21.** The rules governing the use of Communal Kitchens are given in Appendix 6.
- 22.** No animals may be brought within the College or its precincts, with the exception of assistance animals, if permission has been granted in advance, or by the Porters at short notice for visitors.
- 23.** Members of College should endeavour to ensure that no disturbance or inconvenience is caused to neighbours of the College, and any such disturbance without good cause will be treated as a disciplinary matter.

24. Walking on lawns is permitted at all times of the year (subject only to restrictions necessary in certain weather conditions, to be determined by the Head Gardener).
25. Litter must not be deposited on the College grounds.
26. Disciplinary action will be taken against any Junior Member who damages College property. In the event of damage to or misuse of College property by a Junior Member or Junior Members, those concerned will be responsible for the costs of making good such damage.
27. Games with balls or other projectiles are not permitted on the main College site. Croquet may be played on the Grove Lawn with the permission of the Master, the Bursar or the Senior Tutor. Bicycles, rollerblades, skateboards or scooters are not to be used within the College grounds.

### **SMOKING POLICY**

28. Smoking (including 'vaping'/e-cigarettes) is not permitted within the perimeter of the College buildings, including gardens, study bedrooms and public rooms, or in any off-site College property. Anyone wishing to smoke may do so in the designated smoking shelter in the Huntingdon Road car park. In College off-site properties, smoking may only take place in the garden areas to the rear of the properties. Any junior member of the College found to be in breach of this regulation will be automatically referred to the Dean. The Smoking Policy can be found here <https://www.fitz.cam.ac.uk/college-policies>.

### **MOTOR CARS, MOTOR CYCLES, BICYCLES AND OTHER MODES OF TRANSPORT**

29. The University Regulations do not, in general, allow undergraduates to keep motor vehicles, including motor cycles, in Cambridge. Exemptions are made, however, for special reasons and particular uses. Permission to keep a vehicle should be sought in the first place from the Senior Tutor and thereafter, an application should be made at: <https://www.proctors.cam.ac.uk/motor-control>.
30. Those resident in College who have the necessary permissions from the Senior Proctor and the Senior Tutor to keep a motor vehicle in Cambridge must obtain, from the Head Porter, an annual car-parking permit, which must be clearly displayed, in order to use the College car park. Undergraduates and postgraduates with such permission must park their cars and motorcycles in the allocated area that they have been given permission to use (this may be at one of our outside houses). Use of College car parks may be temporarily suspended by the Bursar or Head Porter in the absence of the Bursar. Students without such permission, or who fail to observe a car park suspension, will be liable to a fine of £20 per day plus a possible £175 fine imposed by the University's [Senior Proctor](#).
31. Bicycles, Scooters, Rollerblades, Skateboards
  - a) **All student bicycles must be registered, with the College online registration system, with the Porters Lodge within the first two weeks of the period of residence of the new academic year, or when the bicycle is acquired.** Each bicycle must be marked clearly in one place with the College-issued sticker

displaying the registration number provided by the Porters. All unregistered bicycles will be removed and disposed of.

- b) The riding, wheeling or carrying of any the above modes of transport is forbidden on the College site.
- c) Bicycles must not be brought within College buildings, on or off the main College site, at any time.
- d) Junior Members may park bicycles on the College site only in the bicycle racks provided for students, and not in those racks provided for Fellows, staff and visitors. They must not be kept within College buildings, on or off the main College site, at any time.
- e) Bicycles may be ridden in Wychfield Lane (roadway to the west of the College buildings between the College and Trinity Hall's Wychfield site). Care should be taken due to the number of blind exits.
- f) In the College roadway leading from Huntingdon Road bicycles may be ridden only in the direction of permitted traffic circulation, i.e. from the entry at the east (Murray Edwards College) and towards the exit at the West (Girton) end. Bicycles must be wheeled if it is desired to go in the opposite direction.
- g) Cyclists attempting to use the vehicle entrance to the College to exit onto Huntingdon Road put themselves and road users in serious danger. The only routes of exit from the College to Huntingdon Road are:
  - i. using the roadway exit from Wychfield Lane at the western end of the carpark; and
  - ii. using the cycle path from the cycle bay at the eastern end of the carpark (closest to the Huntingdon Road entrance).

## **NON-COLLEGE ACCOMMODATION**

- 32.** Any student living in non-College accommodation must inform the Tutorial Office of their address as soon as they have arranged accommodation.
- 33.** Students living out must settle their terminal accommodation account in full by payment direct to the owner of the property before going down each term or as agreed.
- 34.** All changes of address must be updated on [CamSIS self-service](#).
- 35.** It is necessary sometimes for a student to change their accommodation and in such cases a Tutor may require a student to occupy alternative accommodation chosen by the College.

## **GENERAL MATTERS**

- 36.** Junior Members are advised to report to their Tutor any charges which have been made against them by the Police and any legal or official enquiries in which they are involved.

37. The use of drugs, other than under medical direction, is both dangerous and illegal and unauthorised possession of them is a criminal offence. The College will take a most serious view of any unauthorised possession or use of such drugs by students. Disciplinary action, including termination of residence, may be taken in relation to any student who is in any way concerned with unauthorised use of such drugs either personally or by others.
38. Students who use firearms, air-guns, ammunition, crossbows, long bows, or other dangerous weapons (or replicas of any of the aforementioned items) for sporting purposes should normally make arrangements for the weapons to be kept on the premises of the sporting club or society concerned. They may never be brought into College or kept in students' rooms in College or elsewhere.
39. All members of the College shall comply with any instruction given by a College officer, or by any other person authorised to act on behalf of the College, in the proper discharge of their duties.
40. Unmanned Aerial Vehicles (drones) must not be flown within the College precincts or at College houses.

All members of the College are prohibited from utilising the College as their registered office address for any business, company or limited partnership in which they may be involved.

#### **ACADEMICAL DRESS**

41. Correct academical dress is worn in formal Hall and on other occasions when required. Suitable clothing must be worn at all times.

#### **OFFICIAL NOTICES**

42. Students are required to read notices posted or sent to them by email (to @cam.ac.uk addresses) by the College authorities and may not plead ignorance as an excuse for failure to comply with them.

#### **BOOKING OF PUBLIC ROOMS**

43. Students may book public rooms in the College. The application procedure for such bookings is specified in Appendix 4, which also sets out the requirements to which those holding parties must conform. If the booking is for a public meeting see Appendix 7.
44. At least 14 days notice is required to the Stewards Secretary for bookings where College catering provision is required. Seven days notice is required for bookings where changes to the normal room set up or AV equipment is required. For all other room bookings, at least five days notice is recommended in order to ensure that the necessary permissions can be secured. Refreshments for large functions must normally be purchased through the College.

## THE OLISA LIBRARY

### 45. *Borrowing Materials*

Most items in the Library are available for borrowing. Loan periods and limits are specified on the [Library's website](#) and on the premises. If the gate alarm is set off, please complete a manual loan slip next to the self-issue system, or notify staff at [library@fitz.cam.ac.uk](mailto:library@fitz.cam.ac.uk). Items labelled "Reference" are not for loan unless authorised by the Librarian.

### 46. *Quiet Zones*

The Library is divided into quiet (all floors with books) and non-quiet areas (basement floor, Skillington Room and Ray Kelly Room), clearly marked for your convenience. Please respect fellow students' need for quiet study.

### 47. *Group Study Rooms*

A private study room can be booked through library staff for individual or group use. Priority is given to groups. Individuals will be asked to vacate the room if a booking has been made, but every effort will be made to accommodate all students' needs. We do not accept supervision bookings for the Skillington Room.

### 48. *Library Conduct*

Students are expected to conduct themselves in a manner conducive to study and research. Disruptive behaviour, including loud conversations and excessive noise, will not be tolerated. Students may be asked for their university cards and notes may be placed on their library records. Please also treat library materials and facilities with care. Any damage or defacement of library property will result in disciplinary action.

### 49. *Audio Devices*

Personal audio devices with headphones are allowed, provided they do not disturb others.

### 50. *Mobile Phone Usage*

Audible use of mobile phones is prohibited in non-quiet areas (all floors with books) due to potential noise disturbance. Please be mindful that sound carries.

### 51. *Food and Drink*

Sealed drink containers are permitted. For food consumption, please seek permission from the Librarian. Alert Library staff promptly in case of spills or mess.

### 52. *Book Handling*

Marking or writing on library materials, even with pencil, is strictly prohibited.

### 53. *Ink Bottles*

Bottles of ink are not allowed in the Library and will be confiscated if found.

### 54. *Printing*

The Library is not responsible for the maintenance of the printers. Students are asked to raise a ticket with the IT department: [computing@fitz.cam.ac.uk](mailto:computing@fitz.cam.ac.uk). Students are responsible for complying with copyright laws when reproducing or distributing materials from the Library's collection. Notices can be found in the Library on copyright regulations.

- 55.** *Access Control*  
Only College members are allowed entry into the Library. Non-members must contact the Librarian for permission to use the facilities, preferably in advance.
- 56.** *Access for Disabled Students*  
The Library strives to be accessible to all students. Please notify staff if you require any accommodations or assistance.
- 57.** *Extended Absences*  
If leaving the Library for over an hour, complete either a "Take a Break" or "Reserve Books" form. Note that these forms have time limits, and unattended belongings may be removed by Library staff if forms expire or are absent. Please be aware the Library is not responsible for personal belongings left unattended including any items found to be lost or stolen.
- 58.** *Emergency Procedures*  
Familiarise yourself with emergency procedures, including evacuation routes and assembly points, posted within the Library.
- 59.** *Special Regulations During Easter Term*  
Students are advised that stricter regulations are enforced in the Library during Easter term to ensure equity of resources. It may be necessary for students to present their student cards upon entry, and any violations of the aforementioned rules may result in being asked to leave the premises. The Librarian will assess each case individually, maintaining fairness and accountability for all students.

## **HALL**

- 60.** A proper standard of behaviour is expected of all those attending meals in Hall.
- 61.** At self-service meals dress may be informal. At Formal Hall dress should be appropriate to the occasion; for example, jacket, collar and tie, cultural dress or smart evening wear. Gowns are worn unless the Master or Senior Fellow present has given permission for their removal, due to the exceptional heat, or unless the Dean has given written permission for dinner dress or fancy dress to be worn in lieu.
- 62.** At Formal Hall the Code of Conduct in Appendix 4 must be followed.
- 63.** Following a warning gong, it is required that all diners vacate the Hall by 21:30, unless a Fellow is present.

## **DEPOSIT**

- 64.** Students must pay £150 deposit within eight days of first coming into residence.
- 65.** No interest is paid on deposits. The interest is credited to the Master's Gift Fund and the Tutors' Fund to which students may apply for financial assistance, for instance in connection with travel or in the case of financial need arising from unforeseen circumstances. The balance of any deposits, after payment of all sums due to the College or payable by the College on behalf of the student concerned, is normally repaid

as soon as possible after the student's final term of residence. If however there is reason to suppose that a student has remaining liabilities, the Bursar reserves the right in consultation with the Tutor concerned to delay payment in whole or in part for any period up to 6 months after the end of final term of residence. In cases where it is appropriate to do so, the deposit will be credited against a student's final bill, the balance remaining being payable as above.

66. Students are not allowed to remain in residence unless their deposits have been paid.

## ACCOUNTS

67. Accounts must be settled on or before the eighth day of Full Term, and in accordance with Statute XLVIII.6 the Master and Tutors may require students failing to do so to go out of residence. An additional charge of £5 is made for each week that tuition fees remains unpaid after the specified date. The College reserves the right to charge at a rate of 3% over Bank of England base rate for all overdue payments. Students who encounter unavoidable difficulty in settling their accounts on time should in the first instance consult the Student Finance Administrator (Accounts Office, V staircase).
68. Students are required to pay their bills before graduating. The College reserves the right, after consideration of the circumstances of the matter, to decline to present for any degree, diploma or other qualification any member who is in debt to the College. The circumstances that the College will consider include the nature (academic or non-academic) of the debt; its size; the reason for non-payment; the reasonable practicability of its payment by the student, or on their behalf; the likely damage to the student from non-presentation; the likely efficacy of alternative, less damaging sanctions. The College will afford the student the opportunity of commenting on those matters before reaching its decision.
69. All Junior Members of the College, both undergraduate and postgraduate, are members of the Junior Members' Association. The Junior and Middle Combination Rooms, Clubs and Societies are facilities provided by the Association and are governed by its Constitution. The charge for membership of the Association is met by the College. In accordance with the Education Act 1994, a Junior Member has a right not to be a member of the Association and not to be unfairly disadvantaged with regard to provision of services or otherwise.

For further details regarding items on your College Bill please refer to:

<https://www.fitz.cam.ac.uk/college-life/fees-funding-and-awards/college-bill>

## CAPABILITY TO STUDY

70. The College is fully committed to working with all its students, to meet whatever challenges they may face. The nature of the support offered in cases of difficulty is summarised in the document [‘Supported Study at Fitzwilliam’](#). Each student herself/himself carries the main responsibility for engaging with appropriate services and support, within and beyond the College. If a student is unwilling or unable to engage successfully with a support plan or modify their problematic behaviour, it may be necessary to invoke the College’s Capability to Study procedure. A student’s capability to study may be questioned if their behaviour or health are disrupting their own welfare or academic progress, or that of others, or result in unreasonable demands

being placed on staff or other students. The procedures which the College follows when there are concerns about the capability to study of one of its students (undergraduate or postgraduate) are set out in Appendix 3.

## **SUPERVISIONS**

- 71.** Students are required to attend supervisions arranged for them. Each Supervisor submits a termly report on their academic progress to their Tutor and Director of Studies. If a student fails to attend a supervision without good cause, or without having given due notice to their Supervisor or their Tutor or their Director of Studies, the Director of Studies may charge the cost of the supervision and of any consequent remedial supervisions to the student's College account. In the case of persistent non-attendance at supervisions without good cause, or without due notice, the Director of Studies may refer the case to the Dean, who may impose a fine on the student in addition to any charges for the costs of the supervisions. The same applies for missed organ/music/singing lessons organised by the Director of Music.

## **EXAMINATIONS**

- 72.** A student must consult their Director of Studies about any examinations for which they wish to present themselves. A student's Tutor and Director of Studies can give advice about the standing for examinations. Undergraduates must enter for examinations for which they are of standing. Most students enrol on-line using CamSIS either by themselves or through their Director of Studies. Entries must only be made following consultation with your Director of Studies about paper choices. Further information, including strict deadlines, will be emailed at the start of each Michaelmas Term.
- 73.** Students are held responsible for checking and approving their examination entry in the form of their on-line Examination Verification. Any amendments to their entry must be reported to the Tutorial Office by the strict deadlines which will be clearly stated. Students are also responsible for the safe keeping of their Examination Confirmation Timetable and for the consequence of any failure to attend said examinations.
- 74.** Students are required to show evidence of satisfactory progress in their academic work, by their performance in the University or College examinations for which they are entered. Failure to be classed or to be included in the list of successful candidates, or to reach the standard previously determined by the Tutorial Committee and/or Director of Studies, normally means that they will be required to go out of residence, though in special circumstances other sanctions short of final removal from the College may be imposed. (To be allowed an Ordinary Examination counts as failure for this purpose.) Students have the right to explain the reasons for their failure in person to the Master and Tutors and the Governing Body before a decision on their case is taken.

The final decision to remove a student from the College rests with the Governing Body. Appendix 2 describes the way in which failure in examinations is investigated by the College and the sanctions which may be applied as a consequence of such failure.

- 75.** Medical or Veterinary Medical students who fail to secure exemption from a Second M.B. Examination on the basis of their results in the Tripos are normally required to take the relevant Second M.B. Examination at the first available opportunity.



- 76.** Illegible scripts – special arrangements to type badly written scripts, or to allow candidates to type their answers instead of writing scripts, can be approved in advance only if there is a medically certified reason for bad handwriting.

If a script is deemed illegible by the Examiners and returned to the College for transcription, the student will be charged at the current hourly rate for secretarial work. Note - University rules do not permit candidates to have all scripts transcribed in this way.

#### **CHANGE OF SUBJECT AND EXTENDED COURSE**

- 77.** It is possible for undergraduate students to request to change their course of study while in residence, subject to the assessment and approval of the Director of Studies in the proposed new Tripos. The College does not normally permit such changes until students have taken their first Tripos examination. Students considering a change of subject are advised to talk to their Tutor and Director of Studies at an early stage.
- 78.** It sometimes happens that students wish to extend their period of residence to include an additional year. The need for this usually arises from a change of subject, but other considerations may also make it necessary. Students must apply for this extended residence to their Tutor with whom they should discuss the matter at the earliest opportunity.

For Home students, extension of Fee Support and Student Loan arrangements may not be automatic, and Home students should contact their Local Authority or Student Finance England as early as possible.

#### **POST-GRADUATION RESIDENCY**

- 79.** After completing the course for which they were admitted, students may be allowed to remain in residence, or after a period away, may be re-admitted, usually to work for a postgraduate qualification. Students should consult their Tutors if they wish to apply for a further period of residence. Applications are considered on their merits, and are treated in a manner similar to initial applications for admission to the College. In reaching a decision the College attaches importance to the academic attainment of the applicant since coming to the College.

#### **DEGREE CEREMONIES**

- 80.** Any member of Fitzwilliam College who has fulfilled the appropriate examination and residence requirements, and who has registered for a ceremony via CamSIS, may proceed to their degree at a Congregation of the Regent House. Further information available from [degrees@fitz.cam.ac.uk](mailto:degrees@fitz.cam.ac.uk).

#### **RESIDENCE IN VACATION**

- 81.** Research and other postgraduate students with the status of Master of Arts or Bachelor of Arts, continuing an approved course of study or research during a vacation do not require special permission to remain in residence, but are under the discipline of the University and College.

## HEALTH MATTERS

82. During the first week of residence all students, whether they are already registered with a doctor under the National Health Service or not, are normally expected to register with a doctor in Cambridge and to give their name and address to the College Nurse.
83. Students are strongly advised to report the fact to their Tutor if they have been in contact with any infectious disease, on the understanding that such information may be shared on a confidential basis with the Senior Tutor and the College Nurse.

## PUBLIC MEETINGS – FREEDOM OF SPEECH (see [Appendix 7](#))

84. No member of the College shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the College.
85. No member of the College shall intentionally or recklessly impede freedom of speech or lawful assembly within the Precincts of the College.
86. As regards the Media, access to College premises and statements of College policy are the responsibility of the Master, Bursar and Senior Tutor acting individually or collectively and reporting to the Governing Body or its Committees as may be appropriate.

## FIRE

87. Students must comply with the evacuation procedures posted in College and College accommodation and with instructions relating to Fire Practices which may be held from time to time and any other Health and Safety Regulation in force. Failure to do so will be treated as a breach of discipline.

## BAR

88. Rules governing the use of the Bar are appended to the [College's Policy on Alcohol](#).

## COMPUTING FACILITIES AND NETWORKS

89. The use of all IT Facilities is governed by the appropriate rules set by the University and the College and these may be updated from time to time. Details of the rules are found on the College website (<https://www.fitz.cam.ac.uk/college-life/facilities/computing/network-connections/fcdn-connection-conditions-use>) and on the University Information Service's website (<https://help.uis.cam.ac.uk/policies/governance-and-policy-documents/use-and-misuse-of-computing-facilities>) and any breach of these conditions can result in disconnection from the network and possible disciplinary proceedings.

These rules include, but are not limited to, the following provisions:

- a) prohibiting the use of the facilities for any illegal activity including downloading, storing and transmitting copyright protected material;

- b) prohibiting attaching any device that routes or forwards IP packets including the use of wireless access points;
  - c) prohibiting any computer using any IP address or hostname other than that registered for that computer's use; and
  - d) ensuring that any computer connected to the College Network is kept secure.
- 90.** The use of the Network and Internet is subject to the agreement that it will be fair and reasonable. If any individual has generated such an excessive amount of network traffic that the IT Office consider it is likely to cause performance degradation for other users or in any way put the College network at risk, the IT Office may disconnect any such individual or device from the network. The IT Office will consult with the individual concerned to understand their usage requirements and advise them about the impact on the network. However, where there are repeated incidents of such behaviour indicating a disregard for the impact on the network or other users the IT Office reserve the right to refer the matter to the Dean.
- 91.** The College provides a computer room, computers, printers and photocopiers for the use of students. This room must be used appropriately. In particular:
- a) it is forbidden to bring food or drink, with the exception of plain bottled water, into any of the computer rooms;
  - b) it is forbidden to unplug any existing equipment;
  - c) students should not cause any disturbance to other users of the facilities; and
  - d) students must not allow anyone who is not a College member to have access to the computer rooms.
- 92.** The College has an Internet Account Policy governing the creation of any internet-based account by Fellows, students or members of staff on behalf of the College and its Departments or any other College function, including social media websites, online purchasing sites and information forums.
- a) Any such account must be created using a generic or role-based email address and not the individual's personal email address or their university @cam.ac.uk address. If there is no appropriate generic address the IT Office can arrange for one to be set up and assigned to agreed individuals.
  - b) Where an account creates a web presence in the name of Fitzwilliam College or any part or function of the College the Head of Communication Resources must be informed about the creation of the site.
  - c) Details of the account username and password must also be communicated to the IT Director or the Bursar or, in the case of purchasing sites used by departmental staff, the relevant head of department. The account must be protected from unauthorised access and available to the College independently of whoever created the account. Any changes to the account password or username must also be so notified.

- d) Prior to the Fellow, student or member of staff leaving their position within the College, they must assist with all reasonable steps to ensure the continuity of the account for the College.

July 2024

FITZWILLIAM COLLEGE

**COLLEGE ORDINANCE ON DISCIPLINE FOR MEMBERS OF THE COLLEGE IN STATU PUPILLARI  
UNDER STATUTE XLVIII.2**

**1. OFFENCES**

Where the complainant of the alleged offence, the student accused of the alleged offence, or anyone else wishes to bring the matter to the attention of the police, normally formal proceedings will not be taken within the College until it is known whether or not the police intend to prosecute. However, even if the Police do become involved it may be necessary for the College to take disciplinary action.

For the purposes of this Ordinance, offences are divided into two categories, minor and major. The Dean of College shall determine whether an offence or class of offence is minor or major.

Any student, who is alleged to have committed an offence which is determined to be minor, shall have the matter dealt with by the Dean of College.

Any student, who is alleged to have committed an offence which is determined to be major, shall have the matter dealt with by the Disciplinary Tribunal.

Any student has the right to choose to be accompanied by their Tutor when having a meeting with the Dean of College in relation to matters detailed in these procedures.

**2. COMPOSITION OF:**

**2.1. The Committee for Discipline**

The Committee for Discipline shall consist of five members of the Governing Body, one designated as Convenor, elected to serve for three years.

**2.2. The Disciplinary Tribunal**

a) The Disciplinary Tribunal shall consist of:

- three members of the Committee for Discipline;
- two Tutors, appointed by the Tutorial Committee to hear a particular case; and
- the Junior President and the President of the Middle Combination Room, or their deputies (who shall be the Vice-President of the JCR and the Treasurer of the Middle Combination Room respectively), to serve during their year of office;

provided that any member of the Tribunal may continue to serve after the expiry of her/his term of service, if he/she is still in residence, until the conclusion of a particular case.

- b) The Convenor shall convene meetings of the Tribunal, unless he/she is unable to do so (e.g. ill, conflicted), in which case one of the other members of the Committee for Discipline shall assume the role of Convenor. The Convenor shall select the three representatives of the Committee for Discipline by first ascertaining which members of the Committee are available, and if more than three are available, by then casting lots (save that if available the Convenor shall be one of the representatives and shall act as the Chairperson of the Disciplinary Tribunal). If the Convenor is not available to serve as a member of the Tribunal, one of the selected members of the Committee for Discipline shall act as the Chairperson of the Disciplinary Tribunal.
- c) The Convenor shall convene meetings of the Tribunal, unless he/she is unable to do so (e.g. ill, conflicted), in which case one of the other members of the Committee for Discipline shall assume the role of Convenor. The Convenor shall select the three representatives of the Committee for Discipline by first ascertaining which members of the Committee are available, and if more than three are available, by then casting lots (save that if available the Convenor shall be one of the representatives and shall act as the Chairperson of the Disciplinary Tribunal). If the Convenor is not available to serve as a member of the Tribunal, one of the selected members of the Committee for Discipline shall act as the Chairperson of the Disciplinary Tribunal.
- d) The Convenor shall convene meetings of the Tribunal, unless he/she is unable to do so (e.g. ill, conflicted), in which case one of the other members of the Committee for Discipline shall assume the role of Convenor. The Convenor shall select the three representatives of the Committee for Discipline by first ascertaining which members of the Committee are available, and if more than three are available, by then casting lots (save that if available the Convenor shall be one of the representatives and shall act as the Chairperson of the Disciplinary Tribunal). If the Convenor is not available to serve as a member of the Tribunal, one of the selected members of the Committee for Discipline shall act as the Chairperson of the Disciplinary Tribunal.
- e) The Convenor shall convene meetings of the Tribunal, unless he/she is unable to do so (e.g. ill, conflicted), in which case one of the other members of the Committee for Discipline shall assume the role of Convenor. The Convenor shall select the three representatives of the Committee for Discipline by first ascertaining which members of the Committee are available, and if more than three are available, by then casting lots (save that if available the Convenor shall be one of the representatives and shall act as the Chairperson of the Disciplinary Tribunal). If the Convenor is not available to serve as a member of the Tribunal, one of the selected members of the Committee for Discipline shall act as the Chairperson of the Disciplinary Tribunal.
- f) The Master, the Dean of College, the Chaplain and the Tutor of the student accused of the alleged offence shall not be eligible to be members of the Tribunal.

- g) The Master, the Dean of College, the Chaplain and the Tutor of the student accused of the alleged offence shall not be eligible to be members of the Tribunal.
- h) Four members shall constitute a quorum.
- i) If any member of the Tribunal who has attended the hearing of evidence is unable to be present at a subsequent meeting, a substitute shall not attend in that member's place.

### **2.3. The Governing Body**

For the purposes of this Ordinance, the Dean of College, the Tutor of the student accused of the alleged offence, and the members of the Disciplinary Tribunal, shall not be reckoned members of the Governing Body for the purposes of determining a majority.

### **3. DEFINITION OF 'PROCEEDINGS'**

For the purposes of this Ordinance, 'proceedings' shall mean:

- a) the presentation of evidence relating to the alleged offence; and
- b) discussion of the case subsequent to the presentation of evidence, but not the consideration and taking of the decision.

### **4. MINOR OFFENCES**

- a) For minor offences the Dean of College shall be empowered to fine a student up to a maximum sum of £350 in respect of each offence (of which no more than £200 shall be immediately payable, the remainder being by way of suspended fine only), and/or to impose such sentence other than requiring her/him to go out of residence as the offence may appear to deserve.
- b) A student may appeal to the Disciplinary Tribunal from the decision of the Dean of College in minor offences, either against the finding of guilt or the sentence, or against both the finding of guilt and the sentence.
- c) If the student decides to lodge an appeal to the Tribunal, then they shall notify the Convenor of the Disciplinary Tribunal in writing that they wish to appeal and the grounds of their appeal within fourteen days from the date on which the Dean's decision was communicated to the student.
- d) The Tribunal shall have the power to determine whether they will hear an appeal.
- e) In considering an appeal, the Tribunal may receive additional evidence.
- f) After hearing a case, the Tribunal shall have the power, subject to the provisions of section 5(b), to increase or decrease the penalty, or to quash the Dean's findings altogether.

- g) The decision of the Tribunal on an appeal on a minor offence shall be final.

## **5. MAJOR OFFENCES**

- a) If the Dean of College determines that the offence which a student is alleged to have committed is major, he/she shall notify the Convenor of the Disciplinary Tribunal of this decision.
- b) If the Disciplinary Tribunal, having heard the case, are satisfied that the charge has been proven beyond reasonable doubt, then they shall either:
  - i) impose a penalty other than that of removing the student temporarily or permanently from the College, or
  - ii) recommend to the Governing Body that the student should be required to go out of residence temporarily or be permanently removed from the College.
- c) The Chairperson, with the assistance of the Dean of College and in consultation with the Disciplinary Tribunal, shall send a summary of the meetings of the Tribunal and a reasoned decision in writing to both the Master and the student. If the Master considers it appropriate, after consultation with the Tutor of the student concerned and the Dean of College, the Master may reduce the penalty imposed.
- d) The student may appeal to the Governing Body either against the sentence or against both the finding of guilt and the sentence.
- e) In a case where the Disciplinary Tribunal has recommended that the student should be required to go out of residence temporarily, or be finally removed from the College: if the student decides not to appeal to the Governing Body, the Chairperson, with the assistance of the Dean of College and in consultation with the Disciplinary Tribunal, shall produce a report on the case to the Governing Body. The report shall be given in confidence to the Governing Body orally or in writing at the discretion of the Chairperson.
- f) If the student decides to lodge an appeal to the Governing Body, then he/she shall notify the Master in writing that he/she wishes to appeal against the finding or the penalty, or both, and to state the grounds of the appeal within seven days from the date on which the Disciplinary Tribunal's decision was communicated to her/him.
- g) If the student appeals to the Governing Body, the Master shall circulate the summary, together with the reasoned decision of the proceedings of the Disciplinary Tribunal, to the members of the Governing Body.
- h) In considering an appeal, the Governing Body may receive additional evidence.
- i) Any decision by the Disciplinary Tribunal to initiate legal action against a student shall require the approval of the Governing Body.



## 6. PROCEDURE

- a) When a case under section 4 or 5 of this Ordinance is being heard by the Disciplinary Tribunal or the Governing Body, the hearing shall be in private. The student shall have the following rights:
  - i) to be apprised in writing by the Dean of College at least seven days in advance of the hearing, of the nature and circumstances of the complaint made against her/him; and of the rights they have under this section;
  - ii) to have their case heard only by those members of the Disciplinary Tribunal who are Fellows of the College;
  - iii) to appear in person;
  - iv) to be accompanied by (a) a current junior member of the College; and/or (b) either the student's Tutor or another Fellow in Classes A, B, C or D of the College. Such, hereafter called 'advocate(s)', may give advice and assistance and may speak on the student's behalf.
  - v) in so far as is relevant in mitigation or defence, to make a statement, to tender written or other evidence, to authorise their Tutor (or their advocate(s)) to make written or oral statements on their behalf, and to question the Dean of College;
  - vi) to be present throughout that part of the proceedings of the Disciplinary Tribunal or Governing Body which is concerned with the presentation of evidence relating to the alleged offence, but not for the discussion of the evidence, nor when the decision is considered and taken; and
  - vii) by written approval given in advance, to authorise their Tutor (or their advocate(s)) to participate in the discussion of their case at the Disciplinary Tribunal or Governing Body when the student is not permitted to be present.
- b) The Dean of College shall arrange for the preparation of the case against the student who is to appear before the Disciplinary Tribunal or the Governing Body.
- c) The Disciplinary Tribunal may require the student accused of any offence to appear before them and to conform with any instructions the Tribunal may give. They may similarly require others, who may be able to provide information relevant to the case under consideration, to attend a meeting of the Tribunal.
- d) The Dean of College shall present the case against the student before the Disciplinary Tribunal and/or the Governing Body. The Dean of College shall be present during the proceedings of these bodies, and may participate in the discussion of a case, until such times as the Chairperson requests her/him to withdraw. The Dean of College shall not be present while the Tribunal and the Governing Body are considering and taking their decision.
- e) If the Disciplinary Tribunal or the Governing Body are satisfied that the procedure laid down in section 6(a)(i) has been carried out, they may proceed to hear and decide upon the case in the absence of the student accused of an offence, even if the student has failed to appear when required to do so under section 6(c).
- f) The Tutor of the student concerned (or their advocate(s)) may be present during the proceedings of the Disciplinary Tribunal and/or Governing Body until such times

as the Chairperson requests her/him/them to withdraw, and may participate in the discussion of a case, unless the student concerned, having appeared at the hearing, has declined to give such authority under the provision of section 6(a)(vii). The Tutor or advocate(s) shall not be present while the Tribunal and the Governing Body are considering and taking their decision.

- g) The Disciplinary Tribunal shall reach decisions on disciplinary matters by a simple majority vote. In cases of equality of votes the Chairperson shall have an additional casting vote.
- h) In the event that the Disciplinary Tribunal is given reasons to think that the student may be guilty of a major offence, additional to that with which they are first charged, the procedure for the Tribunal, as described in this Ordinance shall begin afresh in respect of the new charge with a written statement to the student from the Dean of College of the alleged new offence.
- i) Members of the Disciplinary Tribunal may participate in the proceedings of the Governing Body, but shall not be present when the Governing Body consider and take their decisions.
- j) The Governing Body shall reach decisions on disciplinary matters by a simple majority of those present and eligible to vote under the terms of this Ordinance, except that a decision to remove a student finally from the College shall require the support of two thirds of those present and eligible to vote under the terms of this Ordinance. In cases of equality of votes, the Chairperson of the Governing Body shall have an additional casting vote.

## **7. CONFIDENTIALITY**

All members of the Disciplinary Tribunal shall be required not to disclose information concerning any meetings of the Tribunal, whether in the form of documents, oral evidence, or otherwise, except at a meeting of the Governing Body.

In cases where it is made known to the Master that a Fellow cannot properly exercise their proper role in connection with the student or students concerned without knowledge of the details of the proceedings, the Master may make details of the proceedings available to individual Fellows in confidence.

## **8. COSTS**

The Disciplinary Tribunal may require the accused to pay costs if an allegation against her/him has been proven; and the amount of these costs shall be determined by the Tribunal.

## **9. INABILITY TO ACT**

In the event of the Dean of College becoming unable to continue to act, the Master shall appoint another person to act as Dean of College. If an advocate becomes unable to continue to act, the student may choose another person eligible under section 6(a)(iv), with that person's consent, to serve as advocate.

## **10. NON-DISCIPLINARY MATTERS**

The Disciplinary Tribunal may make recommendations to the Governing Body on strictly non-disciplinary matters, if a hearing has, in the Tribunal's view, revealed some need for modification of College policy and practice.

## Appendix 2

### COLLEGE ORDINANCE ON EXAMINATION FAILURES UNDER STATUTE XLVIII.3

1. Except as is provided in section 2 of this Ordinance, students are required to attain the honours standard in the Tripos examinations for which they are entered, and to be included in the List of Successful Candidates in the Preliminary or Qualifying examinations for which they are entered.
2. If, because of the nature of their course, a student is entered for a combination of papers in an examination which does not make them eligible to be classed or included in the List of Successful Candidates, they shall be required to attain such standard (not being a higher standard than that required under section 1 of this Ordinance) as may be determined by their Tutor and Director of Studies to be appropriate for their circumstances. Failure to satisfy this requirement shall be deemed to be failure for the purposes of this Ordinance.
3. For the purpose of Statute XLVII.3, this Ordinance and College Regulations 'examinations' shall include College examinations as well as University examinations (whether Tripos, Preliminary or Qualifying examinations).
4. If a student fails to be classed in or included in the List of Successful Candidates for the examination for which they are entered, they shall be interviewed as soon as is convenient after the result is known by their Tutor, their Director of Studies and the Senior Tutor, who shall make a report to the Master and Tutors and shall, if possible, make a recommendation about the action to be taken.
5. The Master and Tutors shall consider the report and the recommendation (if any) and in reaching their decision shall have regard to any mitigating circumstances (including medical reports). The Director of Studies concerned shall have the right to attend but not to vote. The Master and Tutors may require the student to appear before them. Decisions of the Master and Tutors shall be taken by a simple majority of those present. The Tutor of the student concerned shall not vote. In case of an equality of votes, the Chairman shall have an additional casting vote.
6. A student shall have the right to be heard in their own defence by the Master and Tutors before they decide upon their case. For this purpose the student's Tutor shall inform them of the time and place of the meeting of the Master and Tutors, of the recommendation being made (if any) and of their rights under this section. If the student wishes, they may withdraw from the College without having their case heard by the Master and Tutors.
7. The Master and Tutors may decide:
  - a) to allow the student to remain in residence and continue their course of study;
  - b) to allow the student to remain in residence subject to certain conditions, which may include satisfactory performance in a College examination and/or compliance with medical requirements;

- c) to give the student permission to apply to have terms disregarded; and
  - d) to recommend to the Governing Body that the student be removed from the College.
- 8.** The student's Tutor shall inform them as soon as possible of the decision of the Master and Tutors. If the decision is a recommendation that they be finally removed from the College, the student shall have the right to be heard in their own defence by the Governing Body before they decide upon their case. For this purpose the student's Tutor shall inform them of the time and place of the meeting of the Governing Body and of their rights under this section. If the student wishes they may withdraw from the College, without having their case heard by the Governing Body.
- 9.** The Governing Body shall be provided with a report from the Master and Tutors on each case of failure in an examination. Where there is a recommendation that a student be finally removed from the College, they may require the student to appear before them. The Governing Body may decide:
- a) to allow the student to remain in residence subject to such conditions as they may determine;
  - b) to give the student permission to apply to have terms disregarded; and
  - c) to remove the student finally from the College.
- 10.** The Governing Body shall reach decisions on examination failures by a simple majority of those present and voting, except that a decision to remove a student finally from the College shall require the support of two-thirds of those present and eligible to vote. The Tutor of the student concerned shall not vote. In cases of equality of votes, the Chairman shall have an additional casting vote.
- 11.** In sections 4,5,6,8 and 10 of this Ordinance, the references to 'the student's Tutor', 'Director of Studies concerned' or 'the Senior Tutor', as the case may be, shall include a deputy officially appointed for the purpose in case of unavoidable absence.
- 12.** If the Master and Tutors or the Governing Body are satisfied that the procedure laid down in section 6 or section 8, as the case may be, has been carried out, they may proceed to hear and decide upon a case in the absence of the student concerned, even if they have failed to appear when required to do so under section 5 or 9 respectively.

## Appendix 3

### COLLEGE ORDINANCE ON THE PROCEDURE TO SUPPORT AND ASSESS CAPABILITY TO STUDY UNDER STATUTE XLVIII.4

#### 1. GLOSSARY OF KEY TERMS

1.1. In this procedure, the following terms shall have the meanings set out below:

<b>Collegiate University community</b>	All College members and employees, University registered or formerly registered students, other matriculated persons, all members of the Regent House, and all University and other College employees, workers, staff or secondees, visiting scholars and visiting students.
<b>Committee</b>	The Study Capability Assessment Committee (see Regulation 6).
<b>Decision-maker(s)</b>	Those who have authority to make decisions concerning capability to study under this procedure (see Regulations 5, 6, 7 and 8).
<b>Department</b>	The University institution at which the student is studying. References to the Head of Department or Departmental staff refer to the Head and the staff of that institution, who may be the Chair of the Faculty Board and the staff of that Faculty.
<b>ADRC</b>	Accessibility and Disability Resource Centre
<b>OSCCA</b>	the University's Office of Student Conduct, Complaints and Appeals.
<b>Review Committee</b>	The three person decision-making group that reviews decisions of the Committee (see Regulation 7).
<b>Rules of Behaviour</b>	The behaviour code that applies to all students of the College.
<b>Student</b>	A member of the College <i>in statu pupillari</i> .

#### 2. SCOPE AND PRINCIPLES

##### *Introduction*

- 2.1. This procedure sets out the steps that will be taken by the College when there is concern that a student's behaviour or health is adversely impacting upon the welfare or academic progress of the student, or of others within the Collegiate University community, or has the potential to do so.
- 2.2. Where an alleged breach of the Rules of Behaviour is likely to have been caused by an underlying health condition, this procedure should be initiated.
- 2.3. All students should be encouraged to engage fully with their studies. Students should be informed about how to access relevant academic skills support, pastoral support and, for students with disabilities, how to ask for reasonable adjustments that will be offered and put in place unless declined by the student.
- 2.4. Where concerns regarding the student's behaviour or health remain after the actions in Regulation 2.3 have been taken, this procedure should be initiated.

### *Stages*

2.5. The procedure has three stages:

Stage 1 – support to study (see Regulation 5)

Stage 2 – assessing a student’s capability to study (see Regulation 6)

Stage 3 – a procedural review of a stage 2 decision (see Regulation 7).

- 2.6. Stage 1 is a supportive process, which facilitates an agreed action plan between the student and the College. Where a Stage 1 action plan has not been followed by the student, or in serious cases without using Stage 1, Stage 2 of this procedure may be initiated or the Senior Tutor may choose to refer the case to the University’s Procedure to Support and Assess Capability to Study (as outlined in regulation 4.6).
- 2.7. Following a Stage 2 decision, the student can request a review of the Committee’s decision using Stage 3. The decision on the completion of Stage 3 will be the final stage of the College’s internal procedures and therefore a Completion of Procedures letter will be issued. The Completion of Procedures letter will explain to the student how to raise a complaint with the external ombudsman, the Office of the Independent Adjudicator, if the student remains dissatisfied with the College’s action or inaction.

### *Engagement with the procedure*

- 2.8. A student must engage fully with this procedure, including responding to emails, adhering to deadlines and attending meetings either physically or virtually. If a student does not engage fully with the procedure, this is likely to lead to escalation within the procedure and for the decision-makers to assess that the risk to the student or the Collegiate University community is high, potentially resulting in interim action being taken while the procedure is ongoing (under the provisions of Statute XLVIII.4).
- 2.9. Some students may find engaging with the procedure worrying or challenging, particularly Stage 2, as it may include consideration of whether the student is currently capable to continue studying. The student will receive information on how to access support during the procedure. The appropriate support will depend upon the student’s circumstances but may be delivered by the College, the University, the Student Advice Service or external support organisations. Decision-makers will take into account the potential effects upon the student made known to them in reaching their decisions.
- 2.10. Reasonable adjustments shall be made to the procedure to allow fair access for students with a disability requiring them. Students are requested to inform the College of any requests for reasonable adjustments during the procedure, where these have not already been anticipated and put in place.
- 2.11. The student and all others involved in the procedure are always required to communicate and act respectfully and reasonably whilst using the procedure. Abusive behaviour will not be tolerated. If, following a warning, someone continues to behave in an unacceptable manner, that person may be subject to separate disciplinary action. Where the student is continuing to behave in an unacceptable manner, this behaviour may lead a decision-maker to consider that

the risk the student poses to the Collegiate University community or themselves is high and that interim action should be considered under the provisions of Statute XLVIII.4.

#### *Representation*

- 2.12. In order to ensure that a student's views are accurately represented during the procedure, it is preferable for the College to correspond directly with the student. Where this is not in the best interests of the student, for example because the student lacks capacity or requires support to receive correspondence as a result of an underlying health condition, correspondence can be directed through an authorised representative where explicit permission is given by the student.
- 2.13. This procedure is an internal process and does not have the same degree of formality as proceedings in a court of law. It is not normally necessary for a student to be legally represented at any meetings that form part of the procedure, other than in exceptional circumstances.

#### *Decision-making*

- 2.14. Any action taken under this procedure will be limited to that necessary and proportionate to protect the best interests of the student, and other members of the Collegiate University community.
- 2.15. The standard of proof when making decisions under this procedure is the balance of probabilities. The burden of proof that some form of action is required to be taken in relation to the student's studies rests with the College. Decisions must be supported by evidence, and will take into account the credibility of evidence.
- 2.16. All decision-makers will receive appropriate training to undertake their role and be appropriately resourced and supported. Decision-makers in Stage 2 will not have had any previous involvement with the matter or any personal knowledge of the student.
- 2.17. A student may choose to intermit at any time during this procedure. The decision-maker will normally accept any request for intermission provided criteria for intermission are met.
- 2.18. This procedure can be suspended at any time by a decision-maker to enable a student to intermit from study or for a criminal investigation or proceedings to be completed. When a student intends to return to study after intermission or when the criminal proceedings have been completed or a decision has been taken not to take further action through the courts, the decision-maker may request additional medical evidence or resume this procedure in order to ensure the student is fit to resume study.
- 2.19. Any reference in this procedure to a College officer or other named role-holder includes a deputy appointed by that officer or role-holder to exercise the functions assigned to that officer or role-holder under this procedure.



### **3. CIRCUMSTANCES UNDER WHICH THIS PROCEDURE MAY BE IMPLEMENTED**

- 3.1. A student's capability to study may be brought into question as a result of a wide range of circumstances. These include, but are not restricted to, the following:
- a) Students who have individual learning plans in place and are struggling to manage their studies or other elements of their course;
  - b) Students who are not attending, submitting work and/or repeatedly not responding to emails;
  - c) Students whose academic misconduct raises concerns about their capability to study which have not been satisfactorily addressed through College or University disciplinary procedures;
  - d) Students with complex personal circumstances (for example, health, family or financial issues);
  - e) Students who regularly submit applications for examination allowances as a result of ongoing health concerns;
  - f) Students whose health, wellbeing or behaviour is causing concern to others, although there may be no negative impact on their academic work and progression;
  - g) Students whose behaviour is impacting upon the health and safety of others.

### **4. RAISING A CONCERN**

- 4.1. The Senior Tutor may choose to initiate this procedure following receiving a referral from:
- a) the student's Tutor or Director of Studies;
  - b) the Student Health Advisor;
  - c) the Wellbeing Coordinator;
  - d) OSCCA;
  - e) the University's Examination Access and Mitigation Committee.
- 4.2. The Senior Tutor, following consultation with the student's Tutor and, where applicable, the student's Head of Department and/or OSCCA, will consider the grounds contained in the referral and shall determine whether to refer the concern:
- a) to Stage 1 of this procedure;
  - b) to Stage 2 of this procedure;

- c) to an alternative procedure where appropriate, for example, the equivalent University procedure, a College or University Disciplinary Procedure or the University's Fitness to Practise Procedures.
- 4.3. The Senior Tutor may consider taking immediate and interim action under the provisions of Statute XLVIII.4 where there are reasonable grounds to consider the student is a risk to themselves, or to the Collegiate University community, and there is a need for immediate action to be taken.
- 4.4. The Senior Tutor, when making a decision under Regulation 4.2, shall take into account whether the concern is likely to be resolved with additional supportive actions. Where Stage 1 does not appear likely to resolve the concern, or actions equivalent to Stage 1 have already been attempted without success, it will be referred to Stage 2.
- 4.5. The University has an equivalent procedure to support and assess capability to study. There are a number of factors that can determine whether the College or University procedure is most suitable to use, including whether:
- a) the behaviour that has prompted the concern is occurring primarily within a College or University setting;
  - b) the College wish to maintain an entirely supportive relationship with the student;
  - c) the student's relationship with the College or the University has broken down.
- 4.6. In some circumstances it may be appropriate for the College to take forward Stage 1 of this procedure but (if the concern is not resolved by this action) to refer any consideration equivalent to Stage 2 into the University procedure by making a written referral under paragraph 4.2.
- 4.7. The Senior Tutor shall write to the student within 7 days of the decision being made under Regulation 4.2, outlining the concern and informing the student of the decision and the reasons for the decision.

## **5. STAGE 1 – SUPPORT TO STUDY**

- 5.1. The Senior Tutor will nominate a member of the College to undertake the actions under Stage 1.
- 5.2. The student will be required to attend a Support to Study meeting with the nominated College member to understand why there are concerns regarding the student's behaviour or wellbeing and to discuss what supportive actions can be taken.
- 5.3. The student will normally be given at least 7 days' notice of the meeting taking place. The student will be informed of the purpose of the meeting including a

summary of the behaviour or concern which has led to the meeting taking place and will be able to bring an appropriate supporter to the meeting. Where the student has an ADRC advisor, this person may also attend to provide expert information in relation to any adjustments or other support options that may be discussed.

- 5.4. During the meeting, the nominated College member will outline the behaviour or concern that has led to the meeting taking place and the student will be given an opportunity to provide a response or explanation for the behaviour. Where a student disagrees that the behaviour has taken place or believes the concern to be unfounded then this should be noted, with the student still having the opportunity to agree to engaging with supportive actions.
- 5.5. Supportive actions can be any actions that may assist students in continuing with their course. Supportive actions must be agreed between the College member and the student. Some examples of these actions may include:
  - a) additional meetings with College fellows or staff to discuss behaviour expectations or academic work;
  - b) additional study skills or language sessions;
  - c) mentoring, which can either be specific mentoring to support a student in managing their studies with a disability or more general mentoring (mentoring should only be carried out by staff, not peers);
  - d) interim milestones or deadlines for academic work to ensure that formal deadlines will be met;
  - e) the student engaging with the ADRC, or with counselling or other medical or health professionals, including agreeing to undertake further assessments, including with the Mental Health Advice Service;
  - f) a review of reasonable adjustments in place;
  - g) the student not contacting or communicating with named staff or students, or to only communicate or contact named staff or students as explicitly defined by the action;
  - h) using named College facilities or buildings as explicitly defined, for example, not using particular spaces out of hours or without supervision.
- 5.6. Any actions that will require the input of staff outside the College must be agreed with the relevant staff or service before the supportive action is finalised.
- 5.7. Within 7 days of the meeting taking place, the student will receive from the nominated College member a summary of the content of the meeting and a list of the agreed supportive actions, and a date of review to check that the agreed actions have improved matters. The student will be required to confirm agreement to the supportive actions within 7 days of receiving the written copy.

- 5.8. Where a student does not agree to a supportive action being put in place; or where the student has failed to comply with the actions; or where following the review date the actions have not had the desired impact, the nominated College member must inform the Senior Tutor for possible consideration under Stage 2 of the procedure.

## **6. STAGE 2 – ASSESSING CAPABILITY TO STUDY**

- 6.1. Where a concern is referred to Stage 2 of this procedure, a Committee will be appointed by the Senior Tutor within 21 days of the referral. The Senior Tutor will be Secretary to the Committee.
- 6.2. A Committee shall comprise:
- a) two members of Governing Body, one of whom shall be Chair;
  - b) a Tutor.

Members of the Committee shall have had no direct prior involvement with the student. Should it be impossible to appoint a member under one of the categories above, the Senior Tutor acting reasonably in consultation with the Master shall appoint another person in their place.

- 6.3. The Chair will set a date for a formal meeting of the Committee to hear the case, which date may be changed by the Chair if the circumstances require it.
- 6.4. The purpose of the meeting will be to consider the information available and to reach an appropriate decision, action plan, or other outcome. The person who made the original referral, and where Stage 1 has been used the College member responsible for Stage 1, will be requested to provide relevant written evidence to the Committee, and may be requested to attend at the Chair's discretion. The Committee may request other specialist or relevant opinion, including medical reports or reports from other specialist advisers. This can include an assessment from the University's Mental Health Advice Service where students have mental health difficulties (excluding assessments regarding neurodiverse conditions) or behavioural difficulties, which are impacting the wider College community. The Committee may also request to see documents and records resulting from consideration of the student's case by the College or University under its procedures or any other evidence considered necessary and proportionate. The Committee may ask the student to attend a consultation with an expert but the Committee may proceed to consider the student's capability to study notwithstanding a refusal or failure by the student to attend a consultation as requested.
- 6.5. The Secretary of the Committee shall give the student at least 14 days' notice of the date, time and venue of the meeting of the Committee, as well as the purpose of the meeting, and all documentation given to the Committee, including a summary of the concerns to be considered at the meeting. The student will be invited to provide any documentation which the student wishes the Committee to

consider in advance of the meeting. The Secretary of the Committee will ensure that all parties have access to the same documents.

- 6.6. If the student is unable to attend the meeting, or declines to do so, the Committee may agree to proceed in the student's absence.
- 6.7. The student may be supported and/or represented (including in her or his absence) at the meeting by a supporter or representative of the student's choice. A support worker may also accompany a disabled student. The student should notify the Secretary of the Committee at least 7 days in advance of the meeting if the student intends to attend the meeting and if the student will be accompanied and/or represented, and, if so, by whom. Where a student and a representative attend the meeting the student may still be required to answer questions at the Chair's discretion.
- 6.8. Subject to the express provisions of this procedure, the Chair shall otherwise acting reasonably regulate the arrangements for the provision of documentation and other evidence (including adjourning the meeting where necessary so that additional information can be sought), as well as the conduct of the meeting.
- 6.9. The Committee shall make such decisions by a simple majority in respect of a student's capability to study as it considers necessary and proportionate. These decisions may include, but are not limited to, one or more of the following:
  - a) to agree that no further action be taken by the College;
  - b) to agree a plan of action(s) with the student;
  - c) to make the student's access to College facilities and premises subject to specified conditions;
  - d) to make such recommendations, including to the University, and/or direct such actions, in respect of the student, as the Committee considers fit;
  - e) in the case of a medical or veterinary student, to refer the case for consideration under the University's Fitness to Practise procedures;
  - f) to refer the case for consideration under the College or University's disciplinary procedures;
  - g) to recommend to the Master and Tutors that the student be required to go out of residence for a period of time and to suspend their studies, and to determine the minimum period after which the College will consider an application to resume, and what conditions, if any, must be met before an application to resume may be made;
  - h) to recommend to Governing Body (under the provisions of Statute XLVIII) that the student be sent permanently out of residence, resulting in the termination of their studies and withdrawal from the University.

- 6.10. For the purposes of candidature for an examination or competition, any terms during which a student's studies are temporarily suspended by the Committee will need to be reported through an application to the EAMC for terms to be disregarded.
- 6.11. Where the Committee decides that a student's access to College facilities and premises shall be subject to specified conditions, the Committee shall stipulate arrangements for monitoring the student's compliance with those conditions and for dealing with any alleged breach of those conditions on the part of the student.
- 6.12. The student shall be notified in writing of the decision of the Committee, with reasons, within 7 days of the meeting of the Committee. The letter shall also include the timeframe and process to be followed where the student wishes to review the Committee's decision.
- 6.13. Where relevant (for example in the case of decisions (e), (g) or (h) as set out in 6.8) the Committee shall notify appropriate University offices (such as the student's Department or the University's Student Registry) of its decision.
- 6.14. Where the student asks for review of the Committee's decision, the decision will continue to be implemented until such time, if any, that the review results in an alternative decision.

## **7. REVIEW OF COMMITTEE'S DECISION**

- 7.1. A student shall have 14 days from the date of the decision letter to submit a request to review the Committee's decision.
- 7.2. The permitted grounds for review are as follows:
  - a) procedures were not followed properly, which may have had an impact on the Committee's decision;
  - b) demonstrable bias or reasonable perception of bias during the procedure;
  - c) the student has new material evidence that they were unable, for valid reasons, to provide earlier in the process;
  - d) the Committee's decision was unreasonable, disproportionate or not permitted under the procedure.
- 7.3. Where a review is submitted by the student, the Master will screen the request to ensure it is within time and relates to the permissible grounds. The screening decision will be sent to the student within 7 days, accompanied by a Completion of Procedures letter where the student's request is ineligible for review.
- 7.4. Where the request for review is eligible for consideration the Master will act as Chair and appoint two fellows of the College to form a three person Review Committee.

- 7.5. The Review Committee will consider all materials considered by the Committee, the minutes of the Committee, the decision letter of the Committee and the request for review provided by the student. This process will normally be paper-based and therefore, without the student or others in attendance. The Appeal Committee cannot investigate matters afresh, only review the decision made by the Committee.
- 7.6. The Appeal Committee will determine whether any of the review grounds have been met and if so, decide on an appropriate remedy. The remedy may be for the Committee or a freshly appointed Committee to re-consider the case, or the Appeal Committee may substitute its own decision.
- 7.7. The Chair of the Appeal Committee shall write to the student within 7 days of the Appeal Committee decision with the outcome and reasons for it, accompanied by a Completion of Procedures letter.

## **8. RETURN TO STUDY**

- 8.1. A student whose studies have been temporarily suspended under this procedure may make an application addressed to the Senior Tutor for permission to resume after such period and subject to meeting such conditions as may have been determined under Regulation 6.8(g) above. Where the Senior Tutor considers that the application appears to meet the conditions to return to study, it will be considered at the discretion of the Senior Tutor either by the same Committee that made the decision temporarily to suspend the student or by a differently constituted Committee appointed in accordance with Regulation 6.2 above. The application shall be heard at a meeting of the Committee managed in accordance with Regulations 6.3–6.12, save that, if, having reviewed the student's application and any documentation submitted with it, the Committee agrees that the student may be permitted to resume study either unconditionally or subject to specified conditions to which the student consents in writing, the Committee may proceed without a meeting.
- 8.2. The Committee shall make such decisions by a simple majority in respect of a student's capability to return to study as it considers necessary and proportionate. These decisions may include, but are not limited to, one or more of the following:
  - a) to permit the student to resume study, subject (if the Committee considers it appropriate) to specified conditions, including in the case of a disabled student defining reasonable adjustments, as appropriate, to support the student's studies and examination;
  - b) to make such recommendations in respect of the student, including to the student's Department, as the Committee considers fit;
  - c) in the case of a medical or veterinary student, to refer the case for consideration under the University's Fitness to Practise procedures;
  - d) to refuse the application to resume study and to determine the minimum period after which the College will consider a further application to resume study, and what conditions, if any, must be met before such an application

to resume study may be made;

- e) to withdraw the student's membership of the College, resulting in permanent exclusion from the College and withdrawal from the University.
- 8.3. It may not always be possible for a student to return to exactly the same course following a long period of suspension, as the course may have been discontinued or significantly modified. It may also be necessary for a student to return to the course at a point prior to which they left, if this is necessary for academic reasons or to enable support mechanisms to be set up. The College will need to liaise with the Examination Access and Mitigation Committee and/or the relevant Department to ensure accurate information is provided to the student about course options.
- 8.4. Where a Committee has allowed a student to resume her or his studies, the Committee may, at the request of the student, submit an application to the Examinations Access and Mitigation Committee to allow a term of residence, put the student in standing for the purposes of examination, or apply for such other academic arrangement as the Committee may think fit.
- 8.5. Where a Committee decides that a student's resumption of studies shall be subject to specified conditions, the Committee shall stipulate arrangements for monitoring the student's compliance with those conditions and for dealing with any alleged breach of those conditions on the part of the student.
- 8.6. The Secretary of the Committee will communicate in writing, within 7 days of the decision being made, the decision and reasons for the decision to the student, the student's Department and the University's Student Registry. The Secretary will also confirm the process for reviewing the Committee's decision.
- 8.7. Where the student requests a review of the Committee's decision using regulation 7, the decision will continue to be implemented until such time, if any, that the review results in an alternative decision.

## **9. REPORTING AND MONITORING**

- 9.1. The College shall monitor all concerns reported using this procedure and shall produce an annual report summarising the anonymised decisions made by the Senior Tutor, the Committee and the Appeal Committee. The annual report shall be submitted to the College Committee.
- 9.2. The purpose of this monitoring shall be to ensure that decisions are made consistently and at the appropriate level, that appropriate action is taken on issues identified and that information gathered is used to improve guidance and support for students, staff and fellows using the procedure.



## Appendix 4

### **PARTIES, DINNERS AND FORMAL HALL**

Attention should be drawn to Fitzwilliam College's Policy on Alcohol, which can be found on the College website: <https://internal.fitz.cam.ac.uk/sites/default/files/Alcohol%20Policy%20-%20Updated%202016-1.pdf>

Guidelines for events in College and for Stewards are available on MyFitz at <https://my.fitz.cam.ac.uk/index.php/Links/Docs>

Organisers of social gatherings (e.g., parties, dinners, barbecues, and groups attending formal hall – this includes gatherings (informal or organised) in residential areas of the College or external houses) are responsible for the conduct of their own guests and for ensuring that all relevant Health & Safety regulations and guidelines are followed and that no disturbance is caused to other members of College or the local community.

Organisers of all social gatherings are responsible for any expense arising from breakages, damages or additional cleaning and security, which will be charged at the current rate. A written guarantee to cover such expenses will be required before permission is given for any gathering to go ahead. There will be a charge made for bar staff or Porters if their attendance is required, or if any additional Porter is required to be on duty.

Any Fellow of the College or the Porters may stop a gathering if it is causing disturbance to other members of the College or neighbouring community where practicable, and make a report to the Dean and the Senior Tutor.

Organisers of gatherings should note [Regulations 43-44](#) and the deadlines for room booking requests. They should make an online preliminary booking request via MyFitz - <https://my.fitz.cam.ac.uk> (Room Booking Request - checking room availability) which will send the details to the Events Office, who will confirm availability and make the necessary arrangements to confirm the booking and to ensure that the necessary permissions are secured.

During Easter Full Term no parties, barbecues, or bar extensions are permitted.

#### **1. RULES APPLICABLE TO STUDENT PARTIES IN COLLEGE**

- 1.1. No drinks may be served before the starting time or served after the finishing time of the party. The site of the party must be cleared up by one hour after the end of the party, by which time the guests should have been escorted off the College premises. Late evening parties will end at the same time as the bar closes.
- 1.2. For bops, parties and similar events, there shall be one steward per 25 attendees, unless alternative arrangements have been agreed in advance. The stewards shall wear prominent official identification, for example tee-shirts, and shall not consume alcohol during the party.

- 1.3. The organisers of the party are personally responsible for the behaviour within the College of every person who has attended the party, and should take sufficient steps during the party to ensure that it is an entirely pleasant occasion for all participants. In particular, this implies that those who have obviously already had sufficient should not be served further drinks. Every year there are instance, nationally of undergraduates dying as a result of excessive consumption of alcohol, and neither the College nor the students would wish to feel responsible for such an event.
- 1.4. At all places where drinks are served it is required that a suitably qualified member of College staff provides training to organisers on running a bar.
- 1.5. The organisers must adhere to the following:
  - a) Make a cocktail mix fairly weak, especially in drinks where the alcohol content is not obvious from the taste. Beer strength would be a good guideline (4%). In many cases serving plain drinks (wine, beer) would be more sensible than cocktails. Shots should not be provided at student events.
  - b) Provide snack food.
  - c) Provide non-alcoholic refreshments to help quench people's thirst.
  - d) Arrange activities other than drinking.
- 1.6. Food and drink will be provided at direct cost by the College at the expense of the organisers (this includes staff costs to set up and serve). Alternatively, the organisers may bring in food if it is for the personal consumption of Fitzwilliam members only, and the Catering team are not involved in catering for the event.
- 1.7. Particular care should be taken when leaving the environs of the party, and when escorting guests from College, to ensure that no offence is caused to other residents of the College.
- 1.8. Once the party is over, and all guests have left, the organisers shall check all areas occupied by the party, including adjacent public areas such as toilets and gardens, to ensure that there is no mess or damage, so that there should be no occasion for a complaint from the College staff.
- 1.9. The organisers are wholly responsible for all those who attend the party, whether or not they are members of the College, and for any mess, damage to College property, disturbance, or other breach of College Regulations that can reasonably be attributed to those attending the party, wherever in College such events occur.
- 1.10. Where the problems are caused by non-members of the College, the organisers will be held responsible unless they can provide the College with the details of those responsible.
- 1.11. The organisers shall remind all attendees that infraction of these rules will put at risk future such parties.

## **2. CODE OF CONDUCT AND BOOKING PROCEDURES FOR FORMAL HALL**

- 2.1. In general, all diners at a Formal Hall should be over 18 years of age, or over 16 years of age and accompanied by their host (who must be over 18). The host has total responsibility for ensuring that any guests – whether adults or 16–18-year-olds – obey all College Regulations, as well as relevant legislation around the consumption of alcohol and other substances. In certain circumstances, the Head of Catering and the Steward may make allowance for College Members to bring younger guests to Formal Dinners. Requests to bring younger guests should be directed to the College Events Co-ordinator.
- 2.2. Entry is by University card only. Guests of Fitzwilliam Members are permitted to attend (Super Halls are normally limited to one guest per member). The host must wait in the Screens until their guest has arrived. The host should then present their University Card to the Hall and Buttery Supervisor or their Deputy.
- 2.3. Hall staff will refuse entry to anyone who appears to be intoxicated. The decision of the Hall Manager is final.
- 2.4. Diners must be in Hall by 19.25 and stand silently when the Master and Fellows enter and Grace is said. Those arriving after 19:30 may be refused entry. Diners must remain seated unless answering an urgent call of nature. They should remain seated, but are required to be silent for the concluding Grace.
- 2.5. One bottle of wine per diner may be brought into the Hall. Beer glasses, bottles and other containers may not be brought in. No person attending Formal Hall will be served alcohol from the Bar at any time during the dinner.
- 2.6. Smoking is not permitted.
- 2.7. Speeches may only be made by prior arrangement with the senior Fellow present or with the Hall Supervisor.
- 2.8. Throwing of food, eating without appropriate cutlery, coining or other incitement to excessive drinking, rudeness and any unmannerly behaviour to College Staff or other serious misconduct will result in immediate ejection from Formal Hall. In the case of a refusal to leave the Hall, Hall Staff may refer to a College Officer (Master, Dean, Bursar or Tutor) if one is present, or may summon a Porter to assist. In all cases the Hall Supervisor should report the incident to the Director of Operations.

## **3. RULES APPLICABLE TO ALL CLUB AND SOCIETY DINNERS**

*(In addition to the Code of Conduct for Formal Hall):*

- 3.1. Pre-dinner drinks may be held only during the half-hour before the dinner.
- 3.2. No unauthorised post-dinner drinks parties may be held in College.
- 3.3. The entrance to the dining hall will be supervised by the organisers and/or Club Officers/Stewards who must refuse entry to anyone who appears to have already had too much to drink.

- 3.4. Speeches are permitted, but consistent with the policy adopted by both the Governing Body and the JMA, there shall be no sexist, racist or other offensive jokes.
- 3.5. The Club/Society will be held responsible for any mess or damage to College property that can reasonably be attributed to those attending the dinner.
- 3.6. Those responsible for the dinner shall remind all attendees that infraction of these rules will put at risk future Club Dinners.

## Appendix 5

### **OVERNIGHT GUESTS** *(Appendix to College Regulation 15)*

Hosts have a responsibility for the safety of their guests, and to the College in that their guests do not cause significantly detrimental effects on the quality of life in the College.

The Regulation on Overnight Guests does not apply to current Junior Members who may be guests in other student's rooms' subject only to the provision of paragraphs 2, 6 and 7 below; 'overnight' means the period from 02:00 - 09:00. The Regulations apply to both on-site and off-site rooms.

Guests are allowed to stay in students' rooms overnight subject to the following Regulations:

1. Only one visitor is permitted to stay in any one student's room on a particular night.
2. Children under the age of 16 are not allowed to stay overnight as guests in students' rooms.
3. In any period of seven days:
  - a) no host may accommodate a guest for more than three nights; and
  - b) no individual visitor may stay overnight for more than three nights.

In special circumstances the Tutor of a Junior Member may vary these limitations.

4. Each visit must be recorded in the Porters' Lodge at least by 21:00 on the evening of the night of the visit. The register records:
  - a) name and room number of the host;
  - b) name of the guest; and
  - c) night or nights during which the guest will stay.
5. Hosts must keep their rooms so that the state of them is not inferior in any way to that in which they would have been if there had been no guests. The same provision applies to corridors, bathrooms and communal kitchens; any Junior Member who experiences discomfort which is caused by a guest should consult their Tutor immediately. If additional work is required from the cleaner as a consequence of a visit, the cost is charged to the host. The host is also charged the cost of any repair or replacement made necessary by the visit. The provisions of this paragraph apply equally to overnight and daytime guests.
6. Hosts are not permitted to use their own additional beds or mattresses for the purpose of entertaining guests nor are they permitted to remove bedding, cushions, seats, etc., from other areas of the College. Occasional beds and linen can be hired from the Accommodation & Housekeeping Department at a small charge and such items should

be booked in advance at the Linen Room during opening hours (listed outside door).

- 7.** If a Junior Member accommodates a guest overnight without registration at the Porters' Lodge or in disregard of any other of these regulations, the matter will be reported to the Dean.
- 8.** No Junior Member may have an overnight guest staying during Freshers week or the week before Michaelmas Term residence period, without approval from the Senior Tutor.

## Appendix 6

### COMMUNAL KITCHENS

1. All students using communal kitchens have a responsibility to:
  - a) keep them clean and tidy;
  - b) wash up all crockery and utensils;
  - c) observe College instructions on the type of cooking equipment allowed to be used;
  - d) empty the recycling boxes provided into the courtyard recycling bins on a regular basis;
  - e) put all litter and rubbish in the bin liners provided and remove once bins are too full; and
  - f) ensure broken glass, sharp objects etc., are disposed of carefully. Notify the Accommodation & Housekeeping staff of any broken glass.
2. If the condition of the communal kitchens is considered unsatisfactory by the Housekeeper, the Accommodation & Housekeeping Manager will be informed of the situation and will inspect the communal kitchen. If the Accommodation & Housekeeping Manager considers the condition is unsatisfactory, then all residents of the landing will be informed, by email, that:
  - a) the communal kitchen will not be cleaned by cleaners due to its unsatisfactory condition, and
  - b) it is required that the situation be corrected by the next service.
3. If at the next service the state of the communal kitchen has not improved, then the residents will be given 24 hours to rectify the situation. The Accommodation & Housekeeping Manager will inspect the room, inform the Director of Operations and report the matter to the Dean.
4. At the discretion of the Accommodation & Housekeeping Manager a cleaning charge may be applied to residents whose communal kitchen is left in an unacceptable state at the end of a residency period. Damage/costs incurred for communal kitchens will be shared between all household members if it is not possible to determine the individual(s) at fault. In the case of graduating students this charge may be deducted from the College deposit.
5. An electric kettle, toaster, refrigerator, microwave oven, oven and electric rings are provided in each communal kitchen. These must, at all times, be left in the communal kitchen and, along with any cooking equipment and kitchen appliances, must not be used in the bedroom.

- 6.** The testing of all College-owned mains-powered electrical appliances (Portable Appliance Testing – PAT) is undertaken annually. Students are responsible for the electrical safety of all personally-owned, mains-powered electrical equipment. If electrical items that are unsafe are found in student rooms at any time they will be removed and stored in the Maintenance Department for investigation and possible disposal.
- 7.** Irresponsible cooking that causes fire alarms to sound will result in all the residents concerned being referred to the Dean.
- 8.** Candles and incense sticks may not be used in any part of the residential accommodation including public areas such as communal kitchens.



**PUBLIC MEETINGS - FREEDOM OF SPEECH**  
*(Appendix to College Regulations 84-86)*

**1. FREEDOM OF SPEECH**

The College's statement on Freedom of Speech can be found here:

<https://www.fitz.cam.ac.uk/statement-freedom-speech>

**2. CODE OF PRACTICE ON MEETINGS AND PUBLIC GATHERINGS ON COLLEGE PREMISES**

**2.1. Policies and Procedures**

In managing the risk of harm to members of the College and/or general public, or of members of the College being drawn into terrorism, or of the promotion of any violent or illegal action, the College publishes policies and/or procedures to set out:

- a) the behaviour expected of students and student unions;
- b) the management of College events; and
- c) the management and conduct of visiting speakers at meetings held within the College.

**2.2. Scope of Regulations**

These regulations apply to all meetings held on College premises, indoors or outdoors, including meetings organised by conferences and other outside bodies; and members of the College are reminded that actions that disrupt meetings or impede freedom of speech or lawful assembly will also constitute offences under the University's regulations for discipline: see Regulation 1.

**2.3. Organisation of Meetings on College Premises**

Permission is required for all meetings (including dinners) to which speakers who are not resident members of the College are invited and for all other meetings at which more than 12 persons are expected to be present, whether or not the meeting is open to the public. Permission must be obtained from the Senior Tutor, and if a room is to be reserved a booking must be made through the College Events Office, in accordance with the deadlines set up in [Regulations 43-44](#) and the procedure specified in Appendix 4. The application for permission should state the name of the member of the College taking responsibility for the meeting, the date and time of the meeting, the place, the name, addresses and colleges (if any) of the organisers, the name of the organisation making the arrangements, and the name of any expected speaker, whether or not a member of the University. This requirement extends to meetings and gatherings in Junior Members' own rooms, if more than 8 persons are expected to be present.

The organisers of a meeting to which paragraph 2.3 applies must comply with any conditions set by the College authorities in respect of the organisation of the meeting or other activity and the arrangements to be made. Such conditions may include the requirement that tickets must be issued for public meetings, that an adequate number of stewards should be available, that the services of porters should be hired, that the police should be consulted about the arrangements, that the time and place of the meeting shall be changed, and that the meeting may be ordered to be cancelled on account of a threatened breach of the peace. The cost of meeting the requirements, and the responsibility for fulfilling them, rests with the organisers.

#### **2.4. Conduct of Meetings on College Premises**

The organisers of any meeting on College premises, and persons attending the meeting, must comply with instructions given by a College officer or by any other person authorised to act on behalf of the College (including the Proctors) in the proper discharge of their duties.

Any person attending a meeting who is not a member of the College may be required at any time to leave the College's premises, notwithstanding any payment they may have made to attend the meeting.

#### **2.5. The University**

The provisions of Section 43 of the Education (No.2) Act 1986 apply also to the University in respect of all its members, students and employees and visiting speakers. The College may invite the Proctors to enter its premises and authorise them to act in the discharge of their University duties. Members of the College are reminded that University disciplinary regulations apply on College premises as elsewhere in the precincts of the University, and their attention is particularly drawn to the following University regulations for discipline:

- a) No member of the University shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the University or any part thereof, or of any College.
- b) No member of the University shall intentionally or recklessly impede freedom of speech or lawful assembly within the Precincts of the University. No member of the University shall intentionally or recklessly fail to give any notice which is required to be given to a University officer or a University authority under the terms of a code of practice issued under the provisions of Section 43 of the Education (No. 2) Act 1986.
- c) No member of the University shall intentionally occupy or use any property of the University or of any College except as may be expressly or by implication authorized by the University or College authorities concerned.
- d) All members of the University shall comply with any instruction given by a University Officer, or by any other person authorized to act on behalf of the University, in the proper discharge of their duties.

- e) All members of the University shall state their names and the Colleges to which they belong when asked by a Proctor or Pro-Proctor, or by any other person in authority in the University or in any of the Colleges in the University.

## **2.6. Other legal requirements**

The attention of organisers of public meetings and assemblies is drawn to Sections 11 and 14 of the Public Order Act 1986, concerning processions and assemblies. Other legal requirements, including the Equality Act 2010, the Counter-Terrorism and Security Act 2015 and the Prevent duty guidance issued by the Government, may affect the conduct of meetings. A speaker, for example, who incites an audience to violence or to breach of the peace or to racial hatred commits a criminal offence. Equally, assemblies of persons, even if directed to lawful purposes, cease to be lawful if they threaten serious public disorder or breaches of the peace.

## **2.7. Application of the code**

Any person who is in any doubt about the application of this code of practice to any meeting or public gathering in the College is under an obligation to consult the Senior Tutor who will determine whether the provisions of the code apply.

Breach by any member of the College of any of the requirements of this code may be treated as a serious disciplinary offence.

## Appendix 8

### JMA CODE OF PRACTICE

1. In this code of practice, the expression "GB" shall mean the Governing Body of the College and the expression "affiliation" to an external organisation shall include any form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with the College.
2.
  - (i) No alteration to any part of the constitution shall be made without the approval of the Governing Body.
  - (ii) No alteration to any part of the constitution shall be made except in accordance with the provisions of the Education Act 1994.
  - (iii) In the event of any conflict between any provision of the Constitution and any provision of this code, the provision of this code shall prevail.
3. The Constitution shall be submitted to the GB for review, in accordance with the provisions of the Education Act 1994, by the division of the Michaelmas Term 1995 and at intervals of not more than five years thereafter.
4. The JMA shall operate in a fair and democratic manner in accordance with the provisions of the Education Act 1994.
5.
  - (i) Notwithstanding any provisions in the constitution as to automatic membership of the JMA, any person who would by virtue of those provisions be a member of the JMA may in any academical year by written notice declare that he or she does not wish to be a member, and in that case such a person shall not be a member of the JMA for that academical year. Such written notice shall be served on the Senior Treasurer within one week of the commencement of the Michaelmas Full Term.
  - (ii) A Junior member of the College who exercises the right not to be a member of the JMA may not participate in the democratic procedures of the JMA but will otherwise be entitled to make use of the sporting and social facilities of the JMA to the same extent as its members.
6. Appointment to the major offices of the JMA shall be by election in a secret ballot in which all members of the Association are entitled to vote, and at which a Senior Member of the College shall act as returning officer.
7. There shall be no sabbatical or paid office in the Association elected by the Junior Members.
8. **FINANCE**
  - 8.1. By the division of every Michaelmas Term the JMC [i.e., Junior Members' Committee] shall agree a budget for the coming academical year and submit it to the Trustees for approval.

- 8.2. The Senior Treasurer shall present to the JMC before the division of the Michaelmas Term the audited accounts for the previous year.
- 8.3. The JMA shall publish annually to all Junior Members of the College a report which shall also be presented to the Trustees. This report shall include details of any donations made by the JMA to external organisations in the period to which it relates.
- 8.4. The JMA shall set down in writing and make freely accessible to all Junior Members of the College and to the Trustees, a statement of the procedure for allocating resources to groups and clubs, ensuring that the procedure is fair.

## **9. AFFILIATION TO ORGANISATIONS**

- 9.1. If the JMA decides to become affiliated to any external organisation, it shall publish to all Junior Members of the College and to the GB, a notice of this decision stating the name of the organisation and the details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made to the organisation.
- 9.2. The JMA shall publish annually to all Junior Members of the College and to the GB a report stating the names of all the external organisations to which it is affiliated and the details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made to the organisation within the year covered by the report.
- 9.3. Upon the request of at least 3% of its members the JMA shall submit for the approval of its members a list of the organisations to which the JMA is affiliated. If at least 5% of the members so require the question of continued affiliation to any particular organisation shall be decided upon by a secret ballot at which all members are entitled to vote.

## **10. GRIEVANCES**

All Junior Members of the College or groups of such members who are dissatisfied in their dealings with the JMA or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the JMA may prefer a complaint to the Junior President. An appeal shall lie from the Junior President to a Senior Member of the College appointed for the purpose by the GB who is not an officer of the JMA. The GB shall have the power to provide such effective remedy if any as they consider appropriate when a complaint is upheld.

## STUDENT COMPLAINTS PROCEDURES

### 1. INTRODUCTION

- 1.1. Fitzwilliam College welcomes comments and suggestions about the residential, social and academic environment it provides. In the first instance these should be made to the senior member or member of staff concerned.
- 1.2. The College has a separate procedure that students may use to raise complaints about harassment, misconduct or abusive behaviour perpetrated by another student or students (see Appendix 10).
- 1.3. Complaints may be made to the senior member or member of staff concerned, or to a Tutor, a Director of Studies, or the Senior Tutor, who will attempt to resolve the complaint informally.
- 1.4. Where a complaint arises against a junior member of College, students are encouraged to raise the matter directly with the junior member concerned in the first instance, with a view to resolving the matter informally. If that is impractical or unsuccessful, then the matter should be raised with a senior member of the College as in 2 above.
- 1.5. If a student considers that a complaint has not been satisfactorily resolved, the student may then make a formal complaint to the Complaints Officer. The procedure is described below.
- 1.6. The College aims to handle complaints in a way that is sympathetic, fair and efficient, encourages informal reconciliation, facilitates early resolution, maintains individual privacy and confidentiality, and permits useful feedback.
- 1.7. Students have a responsibility not to waste resources on frivolous or vexatious complaints.
- 1.8. A student may seek advice from any member of the College, for example Tutor, Director of Studies, or JMA or MCR Officer, or CUSU.
- 1.9. Some activities are served by existing procedures, including (i) discipline, and (ii) University examination appeals.
- 1.10. The University has a number of relevant policies, notable Student Complaints <https://www.studentcomplaints.admin.cam.ac.uk/> and Breaking the Silence – Preventing Harassment and Sexual Misconduct - <https://www.breakingthesilence.cam.ac.uk/>. Members of the College will find the guidance in those policies on approaches to reporting and resolving difficulties helpful, and in some cases may wish to pursue grievances according to those procedures. However most complaints, which arise with the college teaching, learning and working environment, with the exception of those that related to

harassment and sexual misconduct, will normally be dealt with under this College procedure.

## **2. FORMAL COMPLAINTS**

- 2.1. The complaints procedure shall be confidential, save where the complainant's identity must be disclosed in order properly to investigate the complaint. Where the complaint is made against an individual, that individual will be informed of the complaint.
- 2.2. The Complaints Officer will be the Senior Tutor, unless the Senior Tutor is the subject of the complaint, in which case the complainant should inform the Master in writing, and the Master will then appoint a senior Fellow of the College as Complaints Officer.
- 2.3. A formal complaint should be made in writing to the Complaints Officer, specifying the remedy that is being sought, normally within 14 days of the incident leading to the complaint. The Complaints Officer will acknowledge receipt of the complaint, and will arrange to meet the complainant to discuss the complaint.
- 2.4. If after the discussion with the Complaints Officer the complainant wishes to proceed with the formal complaint, the Complaints Officer will investigate the complaint, and within 14 days of the discussion, will report in writing the decision and any action to the complainant.
- 2.5. Where the presence of a complainant is required, the complainant is entitled to be accompanied by their Tutor or by any other person of the complainant's own choosing except for a qualified lawyer; the same person should accompany the complainant on each occasion that the complainant wishes to be accompanied. This person may make representations on behalf of the complainant but may not answer questions on that person's behalf. The name of the person accompanying the complainant should be provided in advance to the Complaints Officer.
- 2.6. Where a complaint is upheld, possible actions include: (i) disciplinary action, (ii) financial compensation, (iii) an apology, and (iv) a change in practice or policy.
- 2.7. If the complainant or, where he or she is a member of the College, the person subject to the complaint is dissatisfied with the outcome of the complaint, he or she may appeal within 14 days of receipt of the decision to the Complaints Appeals Committee.

## **3. APPEALS**

- 3.1. The Complaints Appeals Committee will consist, according to the wishes of the appellant, of either (i) 2 Fellows from a Panel of 5 plus 1 Junior Member appointed by the JMA and MCR Committees, or (ii) 3 Fellows from a Panel of 5. The Panel of 5, distinct from the Disciplinary Committee, will be appointed each year by the Governing Body. The Panel will jointly decide on each occasion which of its members serve on the Complaints Appeals Committee; no member of the Committee shall have any interest in or previous involvement with the matter of complaint.

- 3.2. The Complaints Appeals Committee will determine its own procedure, provided that both the complainant and the subject of the complaint shall be allowed an opportunity to make representations and comment on any relevant evidence. The Committee shall form its own judgement after review of all available evidence and in the light of representations made by the parties.
- 3.3. The Complaints Appeals Committee shall have the power to confirm, amend or rescind the original decision of the Complaints Officer. The Chairman of the Complaints Appeals Committee will notify the decision in writing within 5 working days of the hearing. There will be no further right of appeal.

#### **4. MONITORIN AND REVIEW**

- 4.1. The Complaints Officer will keep a record of all complaints, and will report to the Governing Body once a year.
- 4.2. The General Purposes Committee will, once a year, review (i) the information, advice and support for students on making complaints, and (ii) action which might be taken to prevent the recurrence of a situation which led to a successful complaint.

#### **5. EXTERNAL REVIEW**

If the complainant or, where he or she is a member of the College, the person subject to the complaint is dissatisfied with the decision of the Complaints Appeals Committee, he or she may be able to take the complaint to the Office of the Independent Adjudicator for Higher Education (OIA), which has been designated by the Secretary of State to be the operator of the student complaints scheme for England.

The OIA can deal with complaints about e.g.,

- a programme of study or research;
- a service provided to you as a student of a higher education institution; and
- a final decision by a higher education institution.

The OIA cannot deal with a complaint if e.g.,

- it relates to a matter of academic judgment;
- the matter is or has been the subject of court proceedings;
- it is about a student employment matter; and/or
- it is an admissions matter.

The complainant must first exhaust the College's internal complaints procedure, and receive a "Completion of Procedures Letter" from Fitzwilliam's Complaints Officer before approaching OIA.

A number of OIA publications giving advice and rules, and application forms, are available at [www.oiahe.org.uk](http://www.oiahe.org.uk), and from the Senior Tutor, Tutors and CUSU.



The University's complaints procedure can be found at: [www.cam.ac.uk/current-students/complaints-and-appeals](http://www.cam.ac.uk/current-students/complaints-and-appeals)

## MISCONDUCT AND ABUSIVE BEHAVIOUR

The College has [a zero tolerance policy](#) in relation to any form of harassment or sexual misconduct.

The following guidance and procedure has been designed to work alongside the University's Informal Complaint Procedure for Student Misconduct:

[www.studentcomplaints.admin.cam.ac.uk/informal\\_complaint](http://www.studentcomplaints.admin.cam.ac.uk/informal_complaint)

The College has a separate general complaints procedure under which students can raise complaints about the conduct of College staff or about academic and non-academic provision.

### 1. COLLEGE PROCEDURES FOR REPORTS OF PHYSICAL MISCONDUCT, SEXUAL MISCONDUCT OR ABUSIVE BEHAVIOUR RAISED BY STUDENTS ABOUT OTHER STUDENTS

- 1.1. Fitzwilliam College has adopted the University's [definitions](#) in relation to 'physical misconduct', 'sexual misconduct' and 'abusive behaviour', and affirms its commitment to providing an environment that is free from these behaviours, and the right of all members to be treated with dignity and respect.
- 1.2. The College will treat any allegation of physical misconduct, sexual misconduct or abusive behaviour of a student by another student seriously, and the procedures described here apply to all students.
- 1.3. Students are expected to take responsibility for their own conduct: the fact that a student against whom an allegation has been made was under the influence of alcohol or drugs at the time will not be viewed as mitigation.
- 1.4. If students believe that they have been subjected to physical misconduct, sexual misconduct or abusive behaviour by another student, they can do any or all of the following, the details of which are outlined in this document:
  - seek advice, guidance and support from College and/or University and/or external organisations;
  - attempt to resolve the matter through direct engagement with the student;
  - report the matter for consideration under either the College or University informal procedure; and
  - report the matter for investigation under either the College or University disciplinary procedure.
- 1.5. Both the Reporting Student (the student raising the concern) and the Respondent Student (the student who has been accused of the misconduct) will be advised to think carefully about what information they disclose to others at all stages of seeking resolution of the matter, and will be given a copy of the College's policy on

the use of personal information. Students should ensure that they are aware of the limits that may be applied to the principle of confidentiality, including how any information they provide might be used later on if the matter is escalated to more formal procedures (including disciplinary procedures), or if it is reported to the Police.

## **2. ADVICE, GUIDANCE AND SUPPORT**

- 2.1. Students who believe they have been subjected to physical misconduct, sexual misconduct or abusive behaviour are advised to seek support from the College or from the University. Potential support contacts include:
- College Tutor;
  - pastoral staff within the College (including Discrimination and Harassment Contacts (Head of Wellbeing and Senior Tutor), Chaplain, Nurse);
  - The [Harassment and Violence Support](#) (for all matters relating to sexual, religious or racial misconduct);
  - The [Student Advice Service](#), a team of professional, independent advisors within Cambridge Students' Union; or
  - [external organisations](#), local and national.
- 2.2. Some forms of physical misconduct, sexual misconduct or abusive behaviour are also criminal offences. If anyone believes a criminal offence to have taken place then they can report the matter to the Police. Reporting students will be supported to come to an informed decision as to whether to report such an incident to the Police and can seek specialist advice from the Sexual Assault and Harassment Advisor or others. However, if the Reporting Student decides not to report the incident to the Police, neither the College nor the University will require them to do so. No inferences or assumptions will be made if the Reporting Student decides not to report the matter to the Police.
- 2.3. In exceptional circumstances, where the facts as they emerge give rise to concerns that there is a significant ongoing risk to members of the College or University community, or the wider community, the Senior Tutor (or the University) may make an executive decision to refer the matter to the Police. The Senior Tutor will, in all but exceptional circumstances, inform the Reporting Student that the matter will be referred to the Police, and their reasons for this action, before contacting the Police.
- 2.4. If, at any stage, the Reporting Student feels that they are being disadvantaged or suffering reprisal from any member of the College, including the person they have reported, as a result of reporting the Respondent Student's behaviour they should seek advice and guidance from the Senior Tutor or another senior member of the College.

## **3. DIRECT ENGAGEMENT WITH THE STUDENT**

- 3.1. In some circumstances, optionally, for example where it appears that the misconduct was unintentional or that the impact of the misconduct was not understood, a student who is unhappy with another student's behaviour may wish to try to resolve the matter themselves directly with the other student.

- 3.2. If seeking direct engagement in this way, a student is advised to seek support on a confidential basis from one of the sources listed above. Because of the possibility of counter-accusation or recrimination, students are advised to alert a supporting person, such as their Tutor, to the problem before approaching the student concerned, even if they feel able to take this action on their own.
- 3.3. Where direct engagement takes place, students should take the following steps:
  - 1) describe the behaviour very precisely, including where and when it happened;
  - 2) explain how the behaviour made them feel and describe the effect it has had/is having on them; and
  - 3) state precisely what they want to happen going forward (the behaviour to stop, an acknowledgement of the impact etc).
- 3.4. If a direct approach has been tried and has not worked, or if a student does not wish to make such an approach, the College Tutor or other College advisor may be able to contact the student on their behalf. The College might also propose that, if both students agree, mediation or a facilitated discussion between them may help address the matter.
- 3.5. If an attempt at directly engaging with the other student has not resolved the issue to the satisfaction of the student, or the student does not wish to attempt engaging with the other student directly, the student may choose to report the matter to the College or to the University.

#### **4. REPORTING**

- 4.1. Reports can be raised under either the College or the University procedures, but the same matter cannot be investigated by both. All reports made by students, whether they are raised with the College or with the University, will be considered on a case-by-case basis as to which is the most appropriate procedure for consideration and cases may be referred to the alternative body.
- 4.2. In relatively uncomplicated cases students are normally expected to use the College procedure. Students at any college of the University of Cambridge may use this procedure to report the behaviour of a student or students at Fitzwilliam College. If the report is about the behaviour of a student at another college, it may be possible to raise it under that student's college's procedure; if this is not possible, the University's procedure can be used to report the matter.
- 4.3. Fitzwilliam College and the University expect that reports about students from more than one College, or involving members of a University club or society, would normally be raised under the University's procedures because of the likely complexity of such cases.
- 4.4. Subject to the views and wishes of the Reporting Student, reports about sexual misconduct will usually be directed to the University's procedure.

- 4.5. Reporting the matter using the College's procedure does not prevent the Reporting Student from reporting the matter to the Police at any time. However, if a report is made to the Police after the matter has been investigated by the College this may undermine any subsequent police investigation. Where the matter is reported to the Police, the College will normally suspend any action under its procedure until the end of the criminal justice process, but it may take precautionary action to ensure that a full and proper investigation can be carried out and/or to protect the Reporting Student, Respondent Student or others while the matter is ongoing. Any precautionary measures are not intended to be punitive and do not make any assumptions about the merits of the matter.
- 4.6. The College will provide pastoral support, as desired, to any Fitzwilliam College student involved in the University or College procedure, whether as a Reporting Student or as a Respondent Student.

## **5. HOW TO REPORT TO THE UNIVERSITY**

The University's [reporting webpage](#) explains the two reporting procedures available for students within the University, the Informal Complaint Procedure for Student Misconduct and the Student Discipline Procedure. The webpage describes how the report made will be considered, and the possible outcomes. The University's Office for Student Conduct, Complaints and Appeals (OSCCA) will be able to answer any specific questions students or staff might have about the procedures and can meet with the student to discuss the procedure in advance of the student submitting a report. OSCCA can be contacted at [OSCCA@admin.cam.ac.uk](mailto:OSCCA@admin.cam.ac.uk).

## **6. HOW TO REPORT TO FITZWILLIAM COLLEGE**

- 6.1. The College's Conduct and Complaints webpages explain the two reporting procedures for student misconduct available within the College, the Informal Complaint Procedure for Student Misconduct and the Ordinance on Discipline. The Informal Complaint Procedure is appended; the following paragraphs summarise the procedure that enables an agreed series of actions to be put in place, limiting interaction between the Reporting Student and the Respondent Student, without the need for formal findings. Alternatively, or following this procedure, the College discipline procedure can be used, involving a formal investigation and findings.
- 6.2. Students should report any misconduct in writing to the Senior Tutor, as set out in the Procedure below.

## **7. CONSIDERATION**

- 7.1. If the case is referred for consideration, a trained Facilitator will be appointed by the Senior Tutor to meet separately with both the Reporting Student and Respondent Student (if they are willing) to establish any undisputed facts and to understand whether both students would agree to actions that limit their interaction with each other. The Facilitator will then write a report and recommend a course of action.

- 7.2. Both the Reporting Student and the Respondent Student may wish to be accompanied while meeting with the Facilitator, for example, by a Tutor, a member of the Student Advice Service or anyone else from whom they have been receiving support. Given the nature of the behaviour that will be considered under the College, rather than the University, procedure, it is unlikely that it will be necessary for either party to bring a legal advisor to any meetings held under the procedure. Students would not, however, be prohibited from doing so, and the Respondent Students will be reminded before they meet with the Facilitator that they are entitled to seek independent legal advice. If a student wishes to take legal advice, this will be at their own expense.

## **8. POSSIBLE OUTCOMES OF REPORTING TO THE COLLEGE**

- 8.1. The Facilitator's report and any recommendation will be considered by the Senior Tutor who may decide that:
- with the agreement of both the Reporting Student and Respondent Student, further facilitated discussion should be used to resolve the matter; or
  - agreed actions should be put in place; or
  - the case should be referred for consideration under the College's disciplinary procedure; or
  - no further action should be taken.
- 8.2. Agreement to an action will not require the Respondent Student to admit wrongdoing, nor imply that the College has made a finding of wrongdoing.
- 8.3. Agreed actions can include asking the Respondent Student to abide by a conduct agreement. This might stipulate that the Respondent Student will refrain from contact with the Reporting Student, either indefinitely or for a specified period in the first instance. It might be necessary for the Respondent Student to move rooms or to use shared spaces within College at particular times. The Respondent Student may also agree to intermit, or to attend behaviour awareness training.
- 8.4. A record of any agreed actions will be retained by the College and may be taken into account if a further report is made against the Respondent Student under this procedure or under the Disciplinary Procedure, whether that subsequent report is made by the original Reporting Student or a different Reporting Student.
- 8.5. The Senior Tutor will keep both the Reporting Student and Respondent Student informed of the general progress of a report and the outcome. Where a report under the College's procedure leads to disciplinary proceedings, the Reporting Student will normally be kept informed of the progress and outcome of those proceedings and will be formally notified of any sanctions applied to the Respondent Student that impact upon the Reporting Student.

## **9. COLLEGE DISCIPLINE PROCEDURE**

Where the above procedure has been unsuccessful or where the reporting student wishes a formal investigation to be conducted, the College Discipline Procedure may be used. It is set out in detail in the Ordinance on Discipline for Members of the College in *statu pupillari*, under Statute XLVIII.2, included as [Appendix 1](#) to the [College Regulations](#).

**INFORMAL PROCEDURE FOR CONSIDERATION OF REPORTS OF PHYSICAL MISCONDUCT, SEXUAL MISCONDUCT OR ABUSIVE BEHAVIOUR**

**1. GLOSSARY**

In this procedure the following terms shall have the meanings set out below:

<b>Facilitator</b>	A trained person appointed by the Senior Tutor to handle the consideration of the case and provide a report following.
<b>Misconduct</b>	Behaviour as described in paragraph 2.
<b>OSCCA</b>	The Office of Student Conduct, Complaints and Appeals.
<b>Reporting Student</b>	A Student who has made a report under this procedure.
<b>Respondent Student</b>	A Student about whom a report has been made under this procedure.
<b>Student</b>	A matriculated student currently pursuing a course of study at the University.

**2. TYPES OF BEHAVIOUR AMOUNTING TO MISCONDUCT UNDER THIS PROCEDURE**

- 2.1. Physical misconduct is any unwanted and unreasonable contact. Physical misconduct includes pinching, punching, kicking, slapping, pulling hair, biting, pushing, shoving, using weapons and using items as weapons.
- 2.2. Sexual misconduct is any unwanted and unpermitted sexual activity. Sexual activity includes sexual acts, kissing, sharing private sexual materials of another, touching through clothes, showing sexual organs and remarks of a sexual nature. Sexual misconduct can take place in physical or virtual environments.
- 2.3. Abusive behaviour is any unwanted behaviour which is reasonably likely to cause harm; or have the effect of violating another’s dignity; or create an intimidating, hostile, degrading, humiliating or offensive environment for that other. It includes threats, abusive comments, the use of or supply of illicit substances, making malicious accusations, repeatedly contacting someone, and abuse that takes place within an intimate relationship. Abusive behaviour can take place in physical or virtual environments.
- 2.4. The behaviour covered by these forms of misconduct can include actions that appear to have been influenced by someone’s protected characteristics or their perceived protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. The behaviour can take place in person or online. A non-exhaustive list of these types of behaviours include:

- a) making sexually offensive comments about dress or appearance, the display or distribution of sexually explicit material, or demands for sexual favours;
  - b) engaging in harassment on the grounds of a person's sexuality or gender (or assumptions about a person's sexuality or gender) including making derogatory homophobic, transphobic, or biphobic remarks or jokes aimed at a particular person, offensive comments relating to a person's sexuality, refusal to acknowledge a person's gender or identity, or threats to disclose a person's sexuality to others;
  - c) making offensive references to a person's race, ethnicity, skin colour, religion or nationality, dress, culture, background or customs which have the effect of ridiculing or undermining an individual or fostering hatred and/or prejudice towards individuals or particular groups;
  - d) ignoring, disparaging, or ridiculing a person because of mistaken assumptions about their capabilities, or making offensive reference to an individual's appearance, in the context of their disability; and
  - e) controlling or coercive behaviour, such as pressure to subscribe to a particular political or religious belief.
- 2.5. The word 'unwanted' means 'unwelcome' or 'uninvited'. It is not necessary for a person to object to the behaviour for it to be unwanted.
- 2.6. The word 'unpermitted' means 'not permitted' or 'unauthorised'. A number of behaviours can indicate where permission has been given, for example, verbal comments or physical actions. Permission for an activity can only be given at the time it is taking place and where the person has the choice to give or not give permission. Where there is disagreement as to whether an activity was unpermitted, the applicable test shall be, taking all circumstances into account, whether a reasonable person would consider the activity was unpermitted.

### **3. SCOPE OF PROCEDURE**

- 3.1. Fitzwilliam College is committed to providing an environment that is free from physical misconduct, sexual misconduct and abusive behaviour and affirms the right of all members to be treated with dignity and respect.
- 3.2. This procedure provides a mechanism to limit interactions between Reporting and Respondent Students by the agreement of both parties. This Procedure does not seek to investigate the misconduct which is described by the Reporting Student and it will not reach any findings on whether any misconduct has taken place. As a result, the procedure does not require the Reporting Student to provide a detailed account of the misconduct, nor does it require the Respondent Student to provide a response to the content of the Informal Complaint Form.
- 3.3. Fitzwilliam College has a general Complaints Procedure under which a student may raise other types of complaint, including a complaint about the College experience or about a member of College staff.



- 3.4. As this procedure places an emphasis on reaching consensual resolution, reports made by a third party and anonymous reports will not normally be accepted. College Tutors and others may wish to discuss alternatives to the use of this procedure with the Senior Tutor.
- 3.5. It is possible for a report under this procedure to be brought by or against two or more Fitzwilliam College students where the report relates to behaviour arising from the same event(s). In such cases, references in this procedure to the 'Reporting Student' or the 'Respondent Student' shall be construed as appropriate as referring to more than one person.
- 3.6. A Reporting Student may choose to report behaviour under this procedure or under the University procedure. However, it is the expectation of the College and the University that the University procedure will be used where:
  - a) the report relates to sexual misconduct; or
  - b) the report relates to conduct occurring in the context of University societies or sports clubs; or
  - c) the Respondent Students include students from more than one College.
- 3.7. Behaviour can be reported under this procedure whether or not it has been reported to the Police – but see paragraph 4.6 below.
- 3.8. Behaviour cannot be reported under this procedure if it has already been raised under the University's procedure.
- 3.9. No inferences or assumptions shall be drawn from whether the Reporting Student chooses to report the behaviour to the College procedure, the University procedure or the Police.

#### **4. GENERAL PRINCIPLES**

- 4.1. Any reference in this procedure to a College officer or other named role includes a deputy appointed by that officer or role-holder to exercise the functions assigned to that officer under this procedure.
- 4.2. The College will act reasonably in considering reports under this procedure, having regard to the individual circumstances of the case. Every effort will be made to ensure that all parties are treated with fairness and dignity.
- 4.3. Reporting Students who believe they have suffered any reprisal, or have received a threat of reprisal, as a result of making a report in good faith should raise the matter with the Senior Tutor.
- 4.4. The Senior Tutor may suspend the consideration of a report at any stage of this procedure and/or refer the matter for consideration under another procedure, after consultation with the Complainant and the Respondent as appropriate.

- 4.5. Where the events which are the subject of a report under this procedure have been reported to the Police, the Senior Tutor will normally suspend the procedure pending the outcome of any police investigation and/or criminal proceedings.
- 4.6. Under this procedure the Master, on the advice of the Senior Tutor, shall have power to impose any precautionary measures set out below for a period of up to 21 days, in the first instance, where the Master considers that any such measures are necessary:
- a) to ensure that a full and proper investigation can be carried out in relation to any matter (whether under a procedure in the College, or by the University or the Police); and/or
  - b) to protect any person while any matter is being dealt with under a procedure in the College or as part of a criminal process.

The Master shall have the power to extend any precautionary measures imposed for additional periods of no more than 21 days in duration.

- 4.7. The precautionary measures which the Master may impose are any one or more of the following:
- a) excluding the person from some or all of the College's facilities and/or premises;
  - b) imposing conditions on the person
    - i) in connection with that person's use of the College's facilities and/or premises or that person's contact with other persons, or
    - ii) in such other ways as may be considered necessary; and
  - c) suspending the person in question either in full or in part from their studies.
- 4.8. The Senior Tutor will inform the University, through the Head of the OSCCA of precautionary action taken in respect of individual students.
- 4.9. Individual students who are subject to precautionary measures imposed by the Master under this procedure have the right to provide representations when the decision regarding precautionary action is made, or where a decision is required to be made immediately as a result of the level of risk, as soon as possible following the decision. Students who are subject to precautionary measures also have the right to appeal the decisions or ask for a review of the decision if there is a material change in the circumstances of the case. The appeal will be conducted in accordance with section 9 of the procedure.
- 4.10. The Reporting Student may withdraw a report at any time during this procedure, by notifying the Senior Tutor in writing. Where a report is withdrawn no further action will be taken under this procedure, but the Senior Tutor may refer the matter for consideration under another College or University procedure.

- 4.11. To ensure that there are no conflicts of interest, no person serving under this procedure as a member of a decision-making body or as a Facilitator will have any previous knowledge of the case nor any material connection to the Reporting Student or Respondent Student. The Reporting Student or the Respondent Student (or their representatives) will be entitled to object to the involvement of an individual for good cause. The holders of the offices to which this procedure refers shall appoint standing deputies to act on their behalf in the event of any conflict of interest.

## **5. SUPPORT AND GUIDANCE**

- 5.1. The Senior Tutor will provide procedural advice at the outset to help the understanding of both the Reporting Student and the Respondent Student. All parties will be directed to appropriate sources of advice and support throughout the procedure.
- 5.2. Reporting Students and Respondent students are able to bring a supporter to any meeting held under this procedure. However, the supporter should not be someone who could be a witness to events related to the misconduct. A College Tutor or an advisor from the Students' Unions' Advice Service are good sources of support for all Students, and the Sexual Assault and Harassment Advisor is available to support Reporting Students reporting sexual misconduct. As this is an informal procedure it is not normally necessary for a Reporting Student or a Respondent Student to have a legally qualified supporter. However, both the Reporting Student and the Respondent Student may access and use legally qualified supporters at their own cost.
- 5.3. Appendix B of this procedure sets out the College's policy on the use of personal information under this procedure. A copy of the policy will normally be provided to Reporting Students, Respondent Students and witnesses to events relating to the report so that they understand how their personal information will be used and the limits on confidentiality. The policy indicates the College and University officers with whom the information is likely to be shared.

## **6. REPORTING MISCONDUCT**

- 6.1. A student considering reporting misconduct may discuss or meet with the Senior Tutor, who can provide further information about the procedure.
- 6.2. A Student who wishes to make a report under this procedure must do so in writing to the Senior Tutor. The Reporting Student should set out details of the Report together with details of any attempts at directly engaging with the student, if appropriate. Reporting Students can be assisted in reporting the behaviour by a supporter.
- 6.3. On receipt of the Report, the Senior Tutor will consider the matter and determine whether to:
  - a) refer the report for consideration under this procedure;

- b) recommend to the Reporting Student that they should raise it under the University procedure;
- c) dismiss the Report because it is considered to be without merit, vexatious, frivolous or malicious;
- d) reject the Report because it does not fall within the scope of this procedure; and
- e) decline to refer the Report for consideration under this procedure for other reasons.

6.4. The Senior Tutor will normally notify the Reporting Student in writing of the outcome of this initial consideration within a week of receiving the report.

6.5. If the Reporting Student is dissatisfied with the Senior Tutor's decision, the Reporting Student shall have the right to request a review of that decision in accordance with paragraph 9.

## **7. CONSIDERATION OF THE REPORT**

7.1. Where a report is referred for consideration, this will be carried out by a trained Facilitator, appointed by the Senior Tutor. The role of the Facilitator is to prepare a report that sets out the undisputed facts and makes recommendations based on the responses of both the Reporting Student and the Respondent Student.

7.2. The Facilitator shall determine how to handle the case, within the context of the general principles set out in paragraph 4. The Facilitator will invite the Reporting Student and the Respondent Student to separate meetings with the Facilitator. The aim of the meetings will be to establish actions with which both parties would agree and which would limit interaction between the two parties. Each meeting will be minuted and the minutes agreed with those present as a correct record (or any disagreement noted), at which point any other record of the meeting will be destroyed.

7.3. When or before inviting the Respondent Student to a meeting, the Facilitator must:

- a) provide sufficient information to enable the Respondent Student to understand the nature of the report, including a summary of the report, the identities of those involved and the place and time where the described behaviour occurred;
- b) inform the Respondent Student that there does not need to be any response to the report and that no adverse inferences may be drawn from the Respondent Student's failure to attend for interview or otherwise participate in this procedure;
- c) warn the Respondent Student that the College may be required to provide as evidence in any subsequent criminal investigation or proceedings in a court of law information regarding the report, including any admission made

in the course of this procedure (or any subsequent disciplinary proceedings) and that any admission made in the course of this procedure may also be used as evidence in College disciplinary proceedings;

- d) remind the Respondent Student that it is not normally necessary to bring a legally qualified supporter to any meetings during this procedure. However, Respondent Students are not prevented from using legally qualified supporters at their own cost.
- 7.4. Where the Respondent Student declines to cooperate with the process, the Facilitator may continue with the consideration in the absence of the Respondent Student's cooperation. The Senior Tutor shall draw no adverse inferences from the Respondent Student's failure to participate in the investigation.
- 7.5. The Facilitator shall normally provide a report to the Senior Tutor within four weeks of being appointed by the Senior Tutor; where a longer timeframe is required the Facilitator will keep the Reporting Student and the Respondent Student updated.
- 7.6. On receipt of the Facilitator's report, the Senior Tutor may:
- a) propose one or more of the resolutions set out in paragraph 8;
  - b) with the consent of the Reporting Student, refer the report for consideration under the College's disciplinary procedures;
  - c) dismiss the report because it is considered to be without merit or vexatious, frivolous or malicious; and
  - d) determine that no further action should be taken.
- 7.7. The Reporting Student and the Respondent Student shall normally be notified in writing of the decision of the Senior Tutor within two weeks of the Senior Tutor receiving the Facilitator's report.
- 7.8. If the Reporting Student is dissatisfied with the decision of the Senior Tutor, the Reporting Student shall have the right to request a review of that decision in accordance with section 9.

## **8. RESOLUTIONS**

- 8.1. The Senior Tutor may propose one or more resolutions, which may include (but is not limited to) the following:
- a) that the Respondent Student will agree to abide by a conduct agreement issued by the Senior Tutor, A conduct agreement may include an undertaking by the Respondent Student to refrain from contact with the Reporting Student for a specified period of time. A record of the agreement will be retained by the College. If the agreement is breached then this breach can be investigated and sanctioned under the College discipline procedures. In addition, the agreement may also be taken into account if a

further report is made against the Respondent Student under this procedure or under the Disciplinary Procedure;

- b) that the Respondent Student change accommodation;
- c) with the prior approval of the relevant University body, that the Respondent Student will take a period of intermission from study;
- d) that the Respondent Student will attend behaviour awareness training or workshops.

8.2. Both the Reporting Student and the Respondent Student must agree to the proposed resolutions. The Senior Tutor, or Facilitator at the request of the Senior Tutor, will facilitate the process of agreeing the proposed resolutions between the Reporting Student and the Respondent Student. Providing agreement is received, the Senior Tutor will issue written confirmation of any agreed resolution(s) to the Reporting Student and the Respondent student.

8.3. If attempts at reaching an agreed resolution are unsuccessful, the Senior Tutor shall refer the matter for consideration under the College's disciplinary procedures, with the consent of the Reporting Student.

8.4. If there are grounds to believe that the Respondent Student has failed to comply with the terms of an agreed resolution, the Senior Tutor shall determine whether the matter should be referred for consideration under the College's disciplinary procedures.

## **9. REVIEW**

9.1. The Reporting Student may seek a review of a decision made under this procedure. A request for a review shall be made in writing, accompanied by all supporting documentation and sent to the Master within 15 Working Days of written notification of the relevant decision (unless, for good reason, the Master permits a longer period).

9.2. The request for review shall specify the grounds for review which may be only one or more of the following:

- a) that there was material procedural irregularity in the consideration of the Reporting Student's report;
- b) that there was bias or prejudice on the part of the Senior Tutor;
- c) that the decision reached was perverse in that it was one which no reasonable decision-maker could have reached on the available evidence; and
- d) that new material evidence is available, which was not available and/or not presented for good reason at the time of the original decision.

- 9.3. The review will be carried out by a panel of three persons appointed by the Master. The review panel will consider the request for review and the documentation available to the Senior Tutor at the time of the decision. The review panel may, at its discretion, hold a hearing and regulate arrangements for the conduct of the hearing.
- 9.4. The review panel will issue an adjudication in writing as soon as possible, and normally within four weeks of the receipt of the request for a review or (if a hearing is held) within a week of the hearing taking place. The review panel shall have power to confirm, quash, or amend the original decision or refer it back to the Senior Tutor for further consideration.
- 9.5. If the review panel confirms the Senior Tutor's original decision should stand, the Reporting Student shall be issued with a Completion of Procedures letter. If the review panel issues an amended decision then the Reporting Student shall be offered a Completion of Procedures letter when informed of the Review Panel's decision. Where the Reporting Student remains dissatisfied with the outcome of the procedure, the Completion of Procedures letter will enable the student to submit a complaint to the external ombudsman, the Office of the Independent Adjudicator.

## **10. MONITORING THE PROCEDURE**

- 10.1. An annual report of Reports considered under this procedure will be made to the College Governing Body in which references to individual cases will be made anonymously.
- 10.2. The Senior Tutor will be responsible for the regular review of this procedure.

## Appendix 10(B)

### **POLICY ON THE USE OF PERSONAL INFORMATION UNDER THE INFORMAL PROCEDURE FOR CONSIDERATION OF REPORTS OF PHYSICAL MISCONDUCT, SEXUAL MISCONDUCT OR ABUSIVE BEHAVIOUR**

***A copy is to be provided to the Reporting Student and the Respondent Student at the earliest contact.***

1. Fitzwilliam College has published a [general statement](#), which explains how it uses students' personal information. This statement provides information about how the College will use your personal information if you are a Reporting Student or a Respondent Student in a case considered under the Informal Procedure for Consideration of Reports of Physical Misconduct, Sexual Misconduct or Abusive Behaviour. Most of the information is already covered by the general statement, but there are some additional uses of personal data that need to be brought to your attention.
2. A summary of the information you provide as part of the procedure and the documents relating to the procedure (e.g., a record of any actions and decisions and the dates they were taken; the dates of meetings) will be stored in a computer database which can be accessed by staff in the Tutorial Office. This data will be used to compile anonymous statistics about the use of the procedure. Those involved in the case may also make notes at meetings with you; you will be given an opportunity to comment on a written-up copy of those notes so that they can become an agreed part of the record. The information held by the Senior Tutor may be shared with others in the course of dealing with the report, and will be treated confidentially in line with the College's general statement on use of personal information.
3. It should be assumed that any information provided by one student during this procedure shall be shared with the other student. If you have concerns about this, you should seek advice from the Senior Tutor who has discretion to withhold information in exceptional circumstances.
4. The Senior Tutor and Tutor of either the Reporting Student or Respondent Student shall normally be provided with a summary of the reported matter and the names of both students, so that they are aware and able to assist in providing support:

In some cases, it may also be deemed appropriate to inform the following:

- your Head of Department or Faculty; and
- your Supervisor (if you are a research student).

The College will aim to seek consent for sharing information with those listed above, but in exceptional cases may decide that such sharing of information without consent is necessary, for example, because it is in the public interest or to protect the interests of the Reporting Student or Respondent Student. These decisions will be taken on a case-by-case basis, bearing in mind all the circumstances of the particular case. You will be informed of the intention to share the information and the reasons before it is shared.



5. The College will normally respect the wishes of a person who is the victim of a crime and does not wish to report the matter to the Police. However, in exceptional circumstances, where the facts as they emerge give rise to concerns that there is a significant risk to members of the community, the Senior Tutor may make an executive decision to refer the matter to the Police. Unless there are exceptional reasons related to the case, the Reporting Student will be informed of the intention to report the matter to the Police and the reasons before doing so.
6. Any admission made in the course of this procedure (including any made during informal discussions, direct engagement or subsequent disciplinary proceedings) may be used as evidence in any subsequent proceedings in a court of law, or in College disciplinary proceedings.
7. If you have any questions or concerns about this statement, please contact the Senior Tutor in the first instance.

## **NOTICES**

### **SECURITY**

Students who live in College are advised always to shut the windows and lock the door of their rooms when they go out, however briefly, and not to leave money, and other valuables in their rooms. A similar pattern of security should be adopted by those who live in College houses and rented accommodation. If you see someone behaving in a suspicious way, ask if you can help and why they are there. If need be, report at once to the Porters. The College takes all reasonable precautions, including CCTV coverage, but is unable to accept responsibility for losses.

### **COMPUTER ROOM**

The IT Department may from time to time make rules for the efficient running of the College's computer rooms. These will be displayed in the rooms. The College will take a serious view of the misuse of its computing facilities. It is forbidden to bring food or drink, besides plain bottled water, into any of the computer rooms or to unplug any existing equipment. Students must not allow anyone who is not a College member to have access to the Student Computer Room.

### **MUSIC ROOMS**

Keys to these may be booked out at the Porters' Lodge subject to limitations applied from time to time. It is forbidden to bring food or drink into the Auditorium Music Rooms. Articles may not be placed on musical instruments. Musical instruments may not be used as seats. Any damage caused will be charged to the last user.

### **CHAPEL**

Chapel Services are held during Full Term. Details may be ascertained from the Chapel card and from the Chapel notice-boards. All services are open to any members of the College and every effort is made to integrate all Christian traditions in the life of the Chapel. Full communicant members of all Churches are welcome at celebrations of the Holy Communion. A chapel choir leads worship every Sunday evening, and all newcomers are welcome to join.

### **GUEST ROOMS**

A limited number of guest rooms are available in College and can be booked in advance through the Accommodation Officer.

### **UNIVERSITY CARD**

Porters will issue all Junior Members with a University Card, giving access to College buildings, including the Olisa Library. Credit for the Buttery, Coffee Shop and Bar will be arranged by the IT Department. The card is also used to access some University Departments and Libraries. A charge of £15.00 will be made for replacement of lost cards and higher charges may be imposed in cases involving multiple replacements.

## CONTACTS AND SUPPORT

### TUTORS

Your Tutor is a Fellow of the College whose subject is a different subject to your own. You can speak to your Tutor on any matter, however trivial or traumatic: academic, social, financial, medical or to do with your home life. If your Tutor is unavailable the Senior Tutor is available to talk to any student. All undergraduates must see their Tutor at the beginning and end of every term; use the online meeting booking system <https://my.fitz.cam.ac.uk>. Tutors do not hold fixed weekly office hours - if you would like to see your Tutor during the term please contact them via email and they will endeavour to make themselves available for a meeting, where appropriate, within three working days.

### DIRECTORS OF STUDIES

Director of Studies have responsibility for the academic progress of undergraduates. Most Directors of Studies do not hold fixed weekly office hours - if you would like to see your DoS during the term please contact them via email and they will endeavour to make themselves available for a meeting.

### HEAD OF WELLBEING

The College's Head of Wellbeing provides 1:1 confidential support/advice on matters relating to psychological wellbeing, works in collaboration with the wider wellbeing and pastoral team in Fitzwilliam College, and coordinates and organises Wellbeing events and initiatives across the College. Please email [wellbeing@fitz.cam.ac.uk](mailto:wellbeing@fitz.cam.ac.uk).

### STUDENT HEALTH ADVISOR

A Student Health Advisor provides confidential advice and information on a range of physical and psychological issues, including help with managing long-term conditions, minor illnesses and injuries, offers signposting to other agencies and liaison with other health care professionals and members of the college welfare team. Please e-mail [student.healthadvisor@fitz.cam.ac.uk](mailto:student.healthadvisor@fitz.cam.ac.uk) to book an appointment.

### CHAPLAIN

The Chaplain is pleased to see students at any time. The hours when the Chaplain is most readily available may be ascertained from the Chaplain's door and from the Chapel noticeboards.

## COLLEGE OFFICES

### PORTERS' LODGE

Open 24 hours, 7 days a week

The Porters are responsible for the general welfare and safety of College Members, and are on duty 24 hours a day. Please feel free to contact the Porters at any time if you are concerned about yourself or another student or if you are being disturbed by unacceptable noise.

Telephone: 01223 332000 (or mobile number 07919 058372)

Email: [porters@fitz.cam.ac.uk](mailto:porters@fitz.cam.ac.uk)

### STUDENT SERVICES HUB (L11)

Mon-Fri: 08:00-12:00 and 13.00-16:00

The Student Services Hub helps both undergraduates and postgraduates from application to graduation, including academic and welfare issues. They are also available for payment of College bills, collection of grant cheques and for financial enquiries, as well as accommodation related enquires.

Telephone Tutorial: 01223 332004

Email: [tutorial.office@fitz.cam.ac.uk](mailto:tutorial.office@fitz.cam.ac.uk)

Telephone Account: 01223 332008

Email: [college.bills@fitz.cam.ac.uk](mailto:college.bills@fitz.cam.ac.uk)

Email Accommodation Officer: [accommodation@fitz.cam.ac.uk](mailto:accommodation@fitz.cam.ac.uk)

### IT OFFICE (U1)

Mon-Fri: 09.00-12:30 and 13:30-17:00

The IT Office maintains the IT infrastructure including administrative computing, network connectivity, computer rooms and printing. It will also attempt to assist Students, Fellows and Staff with their IT related issues.

Telephone: 01223 332025

Email: [computing@fitz.cam.ac.uk](mailto:computing@fitz.cam.ac.uk)

Complete on-line IT Request form at <https://help.fitz.cam.ac.uk/>

### HOUSEKEEPING OFFICE (L)

Mon-Fri: 07:30-15:30

Telephone: 01223 332049

Email: [Housekeeping@fitz.cam.ac.uk](mailto:Housekeeping@fitz.cam.ac.uk)

Complete on-line Accommodation & Housekeeping Request form at <https://help.fitz.cam.ac.uk/>

### MAINTENANCE OFFICE (K)

Mon-Thurs: 08:00-13:00 and 13:30-16:00

Fri: 08:00-13:00 and 13:30-15:30

Telephone: 01223 332031

Complete on-line Maintenance Request form at <http://help.fitz.cam.ac.uk/>

## **CATERING DEPARTMENT**

Mon-Sun: 08:00 - 20:00

The Catering department operate the Bar, Coffee Shop, Buttery, Dinners and all other catering requirements

Phone: 01223 332052

Email: [buttery@fitz.cam.ac.uk](mailto:buttery@fitz.cam.ac.uk)

## **CONFERENCE AND EVENTS OFFICE**

Mon-Thurs: 08:00-12:30 and 13:00-16:00

Fri: 08:00-12:30 and 13:00-15:00

The Conference and Events Office co-ordinates all events in term time for the Fellows, JCR, MCR and internal departments and assists the Steward. Telephone 01223 332021

Email: [college.events@fitz.cam.ac.uk](mailto:college.events@fitz.cam.ac.uk)

## **DIRECTOR OF OPERATIONS (U3)**

The Director of Operations oversees the Catering, Conference, Housekeeping, Gardening, Maintenance and IT departments.

Telephone: 01223 332076

Email: [operations.director@fitz.cam.ac.uk](mailto:operations.director@fitz.cam.ac.uk)

## **THE OLISA LIBRARY**

Open 24 Hours for College Members via card access

The Library contains over 50,000 books, reference works, journals and resources, providing 200 study spaces, borrowing facilities and a quiet environment.

Telephone: 01223 332042

Email: [librarian@fitz.cam.ac.uk](mailto:librarian@fitz.cam.ac.uk)

## **EXECUTIVE ASSISTANT TO THE SENIOR TUTOR (*The Grove*)**

Mon-Fri: 08:00-14:00

Telephone: 01223 332027

Email: [st.assistant@fitz.cam.ac.uk](mailto:st.assistant@fitz.cam.ac.uk)